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Section 1: Welcome and Contacts

Welcome

Welcome to new and continuing students in the Bachelor of Nursing Science and Bachelor of Nursing Science/Bachelor of Midwifery programs at James Cook University. We trust that your studies in the nursing and/or midwifery degrees are rewarding and fulfilling. As you will see in this Mariner, there is a lot you need to know as a student at the University. We urge you to read this book so that you are informed about the many elements of the course and university processes. We wish you all the best for your studies in the year ahead and look forward to meeting you throughout your program.

Most students, whether new or continuing, have many questions about the Bachelor of Nursing Science or Bachelor of Nursing Science-Bachelor of Midwifery course. The Mariner is intended as an initial guide that provides answers to commonly asked questions.

The Bachelor of Nursing Science program was established in 1989 and has been graduating registered nurses since 1993. The Bachelor of Nursing Science/Bachelor of Midwifery, which commenced in 2010, is only offered through Townsville as an internal course. NMN sits within the College of Healthcare Sciences, Division of Tropical Health and Medicine, James Cook University (JCU) and offers undergraduate courses for pre-registration and post-registration nursing and midwifery students. The undergraduate Bachelor of Nursing Science is offered in on-campus mode in Townsville and Cairns, mixed mode in Mount Isa, Thursday Island and Mackay, and in flexible distance learning (external) mode. NMN is currently accredited to provide the following undergraduate courses:

- Bachelor of Nursing Science
- Bachelor of Nursing Science (Hons)
- Bachelor of Nursing Science-Bachelor of Midwifery

In addition to our range of coursework degrees students may also enroll in higher degrees by research, which includes our NMN Honours program, Masters by research and PhD.

There are 30 academic staff and 12 professional staff across the campuses. Approximately 120 sessional tutors and clinical facilitators assist with the teaching and facilitation of student learning at our campuses and in health care facilities. The JCU campuses are equipped with simulated hospital wards, lecture theatres, tutorial rooms, and laboratories for bio science classes. Please visit the NMN home page.
## Campus Contact Details

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address Details</th>
<th>Contact Information</th>
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</thead>
</table>
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                   James Cook University  
                   PO Box 6811  
                   CAIRNS   Q   4870 | Tel: (07) 4232 1449  
Email: chs@jcu.edu.au |
| **Mackay Campus** | Nursing, Midwifery & Nutrition  
                   James Cook University  
                   Mater Misericordiae Hospital Mackay  
                   PO Box 214,  
                   76 Willetts Rd, MACKAY Q 4740 | Tel: (07) 4965 5771  
Email: chs@jcu.edu.au |
| **Mount Isa Campus** | Nursing, Midwifery & Nutrition  
                   James Cook University  
                   MICRRH  
                   PO Box 2572  
                   MOUNT ISA   Q   4825 | Tel: (07) 4744 7910/ 7911  
Email: chs@jcu.edu.au |
| **Thursday Island Campus** | Nursing, Midwifery & Nutrition  
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<tr>
<th>Nature of Query</th>
<th>Contact</th>
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<tr>
<td><strong>General Enquiries</strong></td>
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<tr>
<td>Nursing, Midwifery &amp; Nutrition (NMN)</td>
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<tr>
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<td>Mackay Campus</td>
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<td>Alan RAMSAY</td>
<td>Phone: (07) 4069 2670</td>
<td>Email: <a href="mailto:alan.ramsay@jcu.edu.au">alan.ramsay@jcu.edu.au</a></td>
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<tr>
<td>Thursday Island Campus</td>
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<tr>
<td><strong>Academic Advice</strong></td>
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<tr>
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<td></td>
<td>Email: <a href="mailto:nursingclinical@jcu.edu.au">nursingclinical@jcu.edu.au</a></td>
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<tr>
<td><strong>Changes to study program, deferring, transferring, credits</strong></td>
<td>Academic Advisors (see above)</td>
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<tr>
<td><strong>Computing services, IT support, computer accounts &amp; passwords, LearnJCU</strong></td>
<td>InfoHelp</td>
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<td>Email: <a href="mailto:infohelp@jcu.edu.au">infohelp@jcu.edu.au</a></td>
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<tr>
<td><strong>Enrolment procedures</strong></td>
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<td>Margaret MORRIS</td>
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<td></td>
<td>NMN Liaison Librarian</td>
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<td>Purchasing Textbooks</td>
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<td>Web: <a href="http://www.coop.com.au">www.coop.com.au</a></td>
</tr>
<tr>
<td>Study Skills Advice and other educational concerns</td>
<td>Rachel BARBER</td>
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<td>Learning Advisor</td>
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</tr>
<tr>
<td>Students with Special Needs</td>
<td>AccessAbility Services</td>
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</table>

Our Values and Beliefs

NMN subscribes to JCU's commitment to genuine and sustainable reconciliation between Aboriginal and Torres Strait Islander peoples and the wider community. JCU's values and beliefs underpin our actions, and are reflected in educating registered nurses and midwives of tomorrow:

- We recognise that knowledge has the power to change lives
- We value excellence and authenticity
- We recognise that a sustainable environment is central to our lives and our work
- We uphold our commitments
- Our students are at the heart of our university
- Our staff act with integrity in a mutually respectful relationship with our community
- We play a critical role in igniting and supporting a passion for learning in our community
- We are enriched by, and celebrate, our community's diversity
- We highlight the health and wellbeing of people living in rural, remote, and Indigenous communities.

The responsibility for a good education is shared between students and staff. James Cook University’s learning, teaching and assessment policies and practices reflect that shared responsibility and are based on the premise that both staff and students benefit from a collaborative learning environment in which students are treated as future professional colleagues.

Staff Availability

All academic staff members allocate ‘Student Hours’ when they are available for casual appointments. These hours are posted on staff office doors and LearnJCU subject sites. To see an academic staff member outside of the posted hours, students must make an appointment with the individual staff member. Outside these hours, please send an email or leave a voicemail message with your contact details.
Academic Advisors

The role of Academic Advisor is to assist students with any questions they may have in relation to advanced standing, course participation and progression within the BNSc and BNSc-BMid programs. In particular, the Academic Advisors provide individual advice for students to ensure that any alterations from the usual study plans are consistent with the course rules.

Course Progression

Students who fail any subject(s) are required to repeat the subject(s) in their entirety; this includes repeating all the subject requirements, tutorial and professional experience workshops (PEWs), assessment pieces and professional experience placement (PEP) to successfully complete the subject.

Failing a subject will result in an altered course requiring consultation with the relevant Year Level Coordinator. For further details see the University handbook or contact the relevant Year Level Coordinator nursingaa@jcu.edu.au.

Are You Prepared?

Studying at University is a unique challenge. NMN offers programs of study to students in a variety of study modes and campus locations. The BNSc program is offered on-campus, external, part time or full time at the Townsville, Cairns, Mackay, Mount Isa and Thursday Island campuses and teaching sites. The BNSc-BMid program is only offered as a full time program of study at the Townsville campus.

During your time at the university you will have to allow time for scheduled and impromptu contact with staff or fellow students. You will need to set aside time for reading, revision, preparation for, and writing of assignments. University study will require you to readjust and reorganise your family, work and social life to manage the changed demands on your time and responsibilities. It is important to sit down and discuss your study plans with those who will be directly affected by your choice to further your education. Whether this involves family, friends, work colleagues or your bank manager, over the next few years there will be situations affecting your commitments that require consideration, understanding and support. For example, being well organised includes allocating sufficient time to study for exams, complete assignments, attend Professional Experience Placement and manage your existing responsibilities.

Studying is an individual pursuit, even within a supportive environment. Each individual is different, with unique study skills, and habits. Your previous experience and knowledge of subject matter, the level of difficulty of a subject and simply how you feel at a particular time are factors, which may affect your study pattern. The final outcome of this journey of knowledge and skill acquisition and personal growth is graduation day when, dressed in your mortarboard and academic gown, you receive your degree from the Chancellor of the University. For Aboriginal and Torres Strait Islander graduates an additional brief ceremony is conducted immediately prior to the corporate event. This small ceremony is facilitated by the Chancellor and Vice-Chancellor and is attended by the students, their family members and academic staff. A sash that has the Aboriginal or Torres Strait Islander flag, colours and totem is presented to each student, and is then worn by the student at the main ceremony. Below is a photo of 2014 Aboriginal graduate Ms. Melissa Gosbell with her sash.
Contact Details/Change of Contact Details

University staff will only contact you using the contact details available on the student systems. Therefore, it is essential that all of your contact details, including telephone numbers and addresses are kept up to date to ensure you receive official correspondence. You are responsible for updating your own contact details, which can be done on eStudent at any time.

Section 2: Course Overview & Planners

Undergraduate Nursing and Midwifery Programs

Mode of Offerings

The BNSc is currently offered in either internal or flexible modes of delivery. Students can study internally at any of the following campus or teaching sites - Townsville, Cairns, Mount Isa, Mackay (MKY) and Thursday Island (TI). Alternatively, students can choose to enroll in the course as an external student. Internally enrolled students from Mount Isa, Thursday Island and Mackay campuses travel to the Townsville campus and join the external students to attend Residential Schools for all bioscience laboratories. Level 3 students in TI are also required to attend the residential teaching blocks in Townsville for Clinical Practice 5 and students in TI and Mt Isa attend either the Townsville or Cairns campus for the Clinical Practice 6 (Capstone) Residential week and Capstone week 12.

Bachelor of Nursing Science (Internal)

The Bachelor of Nursing Science (Pre-Registration) is an accredited and prescribed course; all subjects must be successfully completed to qualify for the degree and to register as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
Course planners have been included as a guide to your progress. Altered course progressions must be discussed with the Academic Advisor. Subject descriptions are available online from the JCU Official Handbook.

Our curriculum provides an opportunity for students to choose elective subjects in level two of the course, which may be limited according to the selected BNSc major. Subject content for each of the second year electives includes common elements reflected in the learning objectives and further adapted to the particular context for that major.

Students undertaking the BNSc in any mode can choose a part time or full time equivalent study load, with the option to commence study midyear. However, midyear entry to the course will influence part time and fulltime progression over level one subjects as outlined in the following tables.

Full-Time Program for BNSc Students Commencing in 2016:

Bachelor of Nursing Science - Mental Health Major

One of the four majors offered in the Bachelor of Nursing Science is the Mental Health Major. This stream builds upon the mental health content across the curriculum, incorporating mental health specific subjects in the third year (or part time equivalent) of study to provide a specific focus for nurses who may wish to pursue a career in various settings where increased knowledge of mental health will be essential. The variety of professional experience placement provided enables the Mental Health Major student to develop a broad regional understanding of mental health care and issues experienced by the mental health consumer in regional northern Australia.

Upon successful completion of the course this major will be identified on the testamur as:
   Bachelor of Nursing Science (Mental Health Major)

Bachelor of Nursing Science - Rural and Remote Major

Our curriculum also offers students the opportunity to choose a major in rural and remote area health. This stream has been developed to meet the needs of our regional partners in northern Australia while also recognising the important role that nurses play in rural and remote area healthcare provision. The Rural and Remote Major enables students to experience the diversity of rural and remote Australia while also gaining an understanding of the unique challenge associated with health care in rural and remote locations. Students will have the opportunity to integrate theoretical knowledge of, for example, health promotion and its impact on community as a component of this major.

Upon successful completion of the course this major will be identified on the testamur as:
   Bachelor of Nursing Science (Rural and Remote Major)

Bachelor of Nursing Science - Evidence Based Practice Major

The Evidence Based Practice Major includes the concepts of reflective practice, clinical judgment, clinical reasoning, consumer choice and the use of the best available evidence to underpin nursing practice. Research concepts and the philosophy of evidence based practice are embedded in the curriculum for all students and this major allows students to expand their knowledge and interest in this area as a focus for their nursing practice.

Upon successful completion of the course this major will be identified on the testamur as:
   Bachelor of Nursing Science (Evidence Based Practice Major)

Bachelor of Nursing Science - General Major

Students who do not wish to focus on a specific area of nursing will undertake the BNSc General Major, which affords them a range of opportunities for future nursing practice. Students enrolled in the General Major will also be able to select electives in second and third year (or part time equivalent) of study.

Upon successful completion of the course this major will be identified on the testamur as:
   Bachelor of Nursing Science
Bachelor of Nursing Science- Bachelor of Midwifery

The Bachelor of Nursing Science-Bachelor of Midwifery (Pre-Registration) is an accredited and a prescribed course, therefore all subjects are pre-determined and must be completed to qualify for the degree and to register as a nurse and midwife with the Nursing and Midwifery Board of Australia (NMBA).

Course planners have been included as a guide to your progress. Any deviation from the usual course planner must be discussed with the Course Coordinator and Academic Advisor. The Academic Advisor will help you to determine your workload and progress, particularly if you have not gained a pass graduate in a subject(s).

Subject descriptions are available online from the JCU Official Handbook.

Full-Time Program for BNSc-BMid Students Commencing in 2016:

JCU Graduate Attributes

The graduates of James Cook University are prepared and equipped to create a brighter future for life in the tropics world-wide.

JCU graduates are committed to lifelong learning, intellectual development, and to the display of exemplary personal, professional and ethical standards. They have a sense of their place in the tropics and are charged with professional, community, and environmental responsibility. JCU graduates appreciate the need to embrace and be acquainted with the Aboriginal and Torres Strait Islander Peoples of Australia. They are committed to reconciliation, diversity and sustainability. They exhibit a willingness to lead and to contribute to the intellectual, environmental, cultural, economic and social challenges of regional, national, and international communities of the tropics.

National Competency Standards for the Registered Nurse and Registered Midwife

Codes and guidelines

The Nursing and Midwifery Board of Australia approves codes and guidelines to provide guidance to the professions. The Registered Nurse Standards for Practice (2016) and Registered Midwife (2006) are core standards that all registered nurses and midwives are expected to demonstrate. The graduate registered nurse and/or midwife is a person who meets these competencies, can work safely and effectively in a health care setting as a beginning practitioner, is a critical thinker, works collaboratively, is caring, is a health promoter, is culturally sensitive, is a consumer of research, upholds legal requirements and ethical principles, is a reflective practitioner, and incorporates social equity and justice principles into their practice.

Credit for Previous Studies

To apply for credit for previous studies students must complete an “Application for Advanced Standing” form. Students should return the completed form, official transcript(s) and subject outline(s) with the application as directed on the form.

Credit for Enrolled Nurses

Students who have completed a hospital-based Enrolled Nurse Certificate or Diploma of Nursing Care (Pre-enrolment) may be eligible for credit. To apply for credit, students must complete an “Application for Advanced Standing” form. Students should return the completed form, official transcript(s) and subject outline(s) with the application as directed on the form.

Statements of examination results will not be accepted. Students who enter the BNSc with subject credit are presumed to have knowledge of the content of those subjects. Application for credit is not compulsory. Some enrolled nurses may decide to enrol in subjects if they believe their knowledge is insufficient in these subjects.
Credit for Hospital-based Enrolled Nurses Certificate

Hospital-based trained enrolled nurses may be eligible to apply for credit for the following subjects:

HS1111 Communication for Nursing and Midwifery
NS1211 Clinical Nursing Practice 1

Requirements:
- Completion of hospital training (documented by a certified copy of hospital certificate)
- Currently employed in nursing or have worked in clinical practice in the last five (5) years (documented by a certified copy of registration certificate from AHPRA).

Credit for Diploma of Nursing

Students who have completed a Diploma of Nursing may be eligible to apply for credit for the following subjects and will be assessed on a case-by-case basis in consultation with the Academic Advisor.

HS1111 Communication for Nursing and Midwifery
NS1211 Clinical Nursing Practice 1
BM1011 Physiological Systems and Processes 1
HS1005 Lifespan Development for Health
NS1012 Introduction to Evidence-Based Practice
NS1220 Primary Health Care
NS1222 Clinical Nursing Practice 2
BM1022 Physiological Systems and Processes 2

Credit for Aboriginal and Torres Strait Islander Health Workers

Students who have completed Cert IV or Diploma of Indigenous Primary Health Care Community Care OR Cert IV or Diploma of Indigenous Primary Health Care Practice may be eligible for credit for the following subjects:

NS1211 Clinical Nursing Practice 1
NS1220 Primary Health Care
HS2101 Indigenous Health Studies for Nursing and Midwifery

Requirements
- Completion of Cert IV or Diploma Indigenous Primary Health Care, (documented by certified copies of academic transcripts or certificate) within the last five years AND
- Currently employed as a Health Worker with at least 2 years’ experience in that role.

Credit for Graduates of Approved Science Courses
Graduates of approved Science or Health Science courses at the Bachelor level (or above) are granted ‘Advanced Standing’ in the BNSc program. Nursing, Midwifery & Nutrition offers 21 credits (one year’s credit minus 1 subject) to people who have demonstrated their ability to study either the biological or related sciences or areas of health care. Graduates of approved courses will undertake a 3-unit subject with a 2 week residential block plus 2 weeks of professional experience placements (PEP). The residential block will be held in Townsville in early January. These graduates will then proceed into the second year of the BNSc program.

Students enrolled in the Bachelor of Nursing Science-Bachelor of Midwifery who apply for advanced standing will need to be assessed on a case by case basis in consultation with the Principal Academic Advisor and BNSc-BMid Course Coordinator.

Professional Experience Placement (PEP) Exemption

Hospital trained enrolled nurses who have a current practicing certificate (refer p. 29) may be eligible for exemption from the professional experience placement component of NS1222 Clinical Nursing Practice 2.

To be eligible for this exemption, students must apply before the beginning of the relevant study period by:
- Requesting an exemption from the subject coordinator in writing - starting clearly and in detail the type of clinical experience for which the exemption is sought; AND
- Attaching a certified copy of the current practicing certificate; AND
- A current CV; AND
- Supplying a letter from their supervisor or Director of Nursing outlining the duties the applicant regularly undertakes.

Decisions will be made based on individual merit. If incomplete documentation is received all documents will be returned unprocessed.

Students enrolled in the Bachelor of Nursing Science-Bachelor of Midwifery will need to be assessed on a case by case basis in consultation with the Principal Academic Advisor and BNSc-BMid Course Coordinator.
Section 3: General Information and Resources

The Nursing, Midwifery & Nutrition website

The Nursing, Midwifery & Nutrition provides links to specific information including course overviews, the Clinical and Residential Calendar and electronic copies of The Mariner.

Specific subject information will be loaded into your subject sites in LearnJCU which will become available to students on enrolment.

All other Professional Experience Placement information is located in LearnJCU (under the Communities tab at the top of the page).

JCU Student Charter

JCU values its students and recognises the importance of quality teaching, learning and research. The JCU Student Charter outlines the reasonable expectations that students can have of the university while studying. It also documents what the university expects of students.

Student Representatives

Each year level and cohort has an appointed Student Representative. This Student Representative is nominated at the commencement of each academic year. Students are encouraged to raise any issues in relation to the course with their Student Representative, who can then contact the Year Level Coordinator to arrange for the issue to be tabled at the NMN Learning and Teaching committee meeting. An Indigenous Student Representative will be appointed each year to specifically communicate relevant issues to and from these students.

Guidelines regarding the role of Student Representatives are available from the Student Experience Coordinator. If you would like to nominate a BNSc student to be a representative please contact the BNSc Course Coordinator. If you would like to nominate a BNSc-BMid student to be a representative please contact the BNSc-BMid Course Coordinator.

Conference Attendance: Support for Students

The Nursing, Midwifery & Nutrition is committed to promoting a culture of life-long learning for both students and staff. One practical strategy we have introduced is to cultivate this philosophy of life-long learning for students within NMN, is to offer selected student(s) financial support to attend a relevant professional conference in an official capacity. For instance, a student who has submitted an abstract to present a paper at a professional conference and had their abstract accepted, may be eligible for limited financial support from NMN under this procedure.

A successful submission and the experience of presenting at a professional conference can constitute an influential piece of evidence in a student’s developing professional portfolio. Academic staff within NMN can offer technical and practical advice regarding the abstract submission process for the relevant conference.

Arrangements must be put in place to ensure that there is no/minimal impact on the student’s participation in either their on-campus learning opportunities and/or their professional experience placement (PEP) opportunities related to the conference attendance. Accordingly, the student must describe such arrangements in their completed Conference Attendance Support
Request form and must also seek and obtain a supporting statement of endorsement from a NMN academic staff member (see bottom of form).

The Conference Attendance Support Request form is available on the NMN’s website. The request form must be completed in full and must be submitted as per the specific instructions noted within the form. These instructions also serve to outline the considerations that will be used in determining which applicants will be successful in obtaining funding. The Head of NMN, in consultation with the relevant Course Coordinator, will make these determinations.

We look forward to celebrating with students their successful participation in future professional conferences, recognising that such events are a key example of life-long learning in action.

Online Resources for JCU Students


As a minimum, students should have access to the latest versions of the following configurations on their computer (desktop/laptop, PC or Mac) to enable full functionality of LearnJCU and associated learning technologies. These are taken from the JCU Standard Operating Environment and would need to be updated as patches and new versions are released:

**PCs:** Microsoft Windows operating system, Microsoft Office Suite - Word, Excel, Access, PowerPoint, Publisher, Firefox, Chrome, Internet Explorer, Adobe Flash Player, Shockwave Player, K-Lite Codec Pack, QuickTime Player, Microsoft Silverlight, Adobe PDF Reader, Audacity, Windows Media Player, VLC Player, Sophos Anti-virus.

**MACs:** Mac OSX, Apple Development Tools & iPhone SDK, Terminal, Microsoft Office - Word, Excel, PowerPoint, Safari, Firefox, Chrome, Adobe Flash Player, Shockwave Player, VLC Player, Stuffit Expander, Adobe PDF Reader, iTunes, iMovie, Sophos Anti-virus.

**Internet:** Access to an internet connection with a minimum download speed (actual) of 512kbps.

A printer with PDF scanning capability is required for uploading assessment pieces in PDF format into the online assessment dropbox.

Refer to the LearnJCU Supported Browsers and OS webpage for current system compatibility and you can also perform a LearnJCU Browser Capability Check on your current system.

**JCU Login ID**

On enrolment all students are issued with a JCU login ID and password to access the many online services available (this can be found on your yellow confirmation of enrolment letter). If you have not received your JCU login ID please contact InfoHelp by phone: Townsville (07) 4781 5500 or Cairns (07) 4042 1777 or email infohelp@jcu.edu.au.
JCU Email

All JCU students are issued with their own JCU email address at enrolment. All email messages generated from JCU are sent to your JCU email address (NOT to your personal home email address). You will need your JCU login ID and password to access your email. Once you have your login ID you can check your JCU email messages in your LearnJCU subject sites, or via the web.

Email is the most effective form of communication with staff in Nursing, Midwifery & Nutrition and where required, NMN staff will contact students via email. Therefore it is important for students to check their emails a number of times per week and we encourage all students to utilise email for communication with staff and fellow students where possible. Email facilities are available at the JCU Library and computer labs across campus.

eStudent

eStudent is a service for JCU students that enables you to view your enrolment, library and other personal details online. You may also change some of your personal details online and pay your fees and charges. You can access this service from any place where the internet is available. It’s accessible at any time - 24 hours a day, 7 days a week. It’s easy to use and saves you time.

It is very important to keep your contact details up-to-date, in order to receive important notices and your end of study period results. You can change your address and telephone details via eStudent. You will need to enter your JCU login ID and password. Click here to access eStudent.

Reserve Online

Students can access some readings from nursing and midwifery subjects on ‘Reserve Online’. This system is available 24 hours a day and replaces the print based reserve section in the Library. Click here to access Reserve online.

You must select “Enable Remote Access” each time you logon as a remote user from an off campus site.

LearnJCU

Subject resources for nursing and midwifery students are available via the LearnJCU online learning system utilised by JCU. Students will have access to each of the subjects in which they are enrolled. The subject sites include announcements from lecturers, additional readings and study materials, and communication functions such as group email, discussion boards, and online chat. We encourage all students to become familiar with the sites and utilise the many interactive features available.

A quick guide to the main links utilised on LearnJCU subject sites: https://www.jcu.edu.au/library/about/library-contact-details/contact-infohelp

Announcements

Announcements from staff will be added during the study period. The main subject page will automatically open to show My Announcements.
Quick Links
“Quick links” will contain links to online version of The Mariner handbook, Nursing, Midwifery & Nutrition webpage and other important information.

Nursing blog
The “Nursing blog” contains links to NMN activities, public lectures, extra curricula courses, scholarships and notes of interest to students.

Subject Materials
Subject materials are available on all LearnJCU subject sites.

Assessment
Assessment requirements are found under the assessment tab, in the subject outline and/or study guide.

Textbooks
Required and recommended textbooks are listed in the subject outline and/or study guides under subject materials.

Staff Information
Contact information for the Subject Coordinator and staff associated with the subject is found on LearnJCU under the contact tab and/or in the subject outline.

Communication
Use the “Communication” button to send emails to all students and staff associated with the subject or select individual users or groups.

Discussion Board
Allows students and staff to discuss subject related issues in an open forum available to enrolled students and staff teaching in the subject.

External Links
Here you will find links to recommended websites which will supplement your study materials.

Resources
Additional materials can also be found under the resources tab.

Student Tools
Students can personalise their page and access links to study skills services (for example, online dictionary or Thesaurus).

Nursing and Midwifery Timetables
Students can access the BNSc and BNSc-BMid timetables via eStudent.

Tutorial/PEW groups
Students can access tutorial and/or PEW group information on LearnJCU subject sites.
Study Groups

Privacy laws prohibit the University from releasing your contact details to other students. If you are interested in becoming involved in a study group you can contact students enrolled in your course during tutorials or PEW sessions or via LearnJCU.

Electronic Communication Guidelines

It is essential for each user on the network to recognise their responsibility in having access to vast services, sites, systems and people. The user is ultimately responsible for their actions in accessing network services. The use of the network is a privilege, not a right, which may temporarily be revoked at any time for abusive conduct. Such conduct would include the placing of unlawful information on a system, the use of abusive or otherwise objectionable language in either public or private messages, the sending of messages that are likely to result in the loss of recipients' work or systems, the sending of “Chain letters,” or “broadcast” messages to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others. Please see the University Guidelines for Communicating with the University Community for further information.

Email Etiquette

Use of email can be an effective way of communicating with teaching staff and other students. However it is important that you recognise that there are a number of laws that govern email messages including laws on defamation, copyright, obscenity, sexual harassment, bullying, stalking, racial vilification and wrongful discrimination. Email messages can be forwarded to a third party without your knowledge so care must be taken with the content of ALL emails. The use of email by students is governed by the Conditions for Use of University Computing and Communication Facilities and Email Best Practice Guide.

JCU staff are committed to helping students, teaching hundreds of students each semester, busy engaged in many other academic activities such as research, administration and community service. It is strongly recommended that when you communicate by email with teaching staff you:

- Check your subject outline and the subject’s LearnJCU site first to see if the information is already available to you.
- Ensure your query is concise and clear.
- Include the subject code, your name, campus and general nature of the inquiry in the subject heading of your email, e.g. NS1012 Citizen J. Mt Isa Assignment draft.
- It is considered good professional practice to maintain an informative and professional looking signature on your outgoing emails. It should not be more than 3-5 lines long and contain relevant information like your name, course, year level, campus/mode and email address. For example:

  Jane Doe 3rd Year Nursing Science Student (internal); Student ID #
  Nursing, Midwifery & Nutrition, James Cook University, Mackay, QLD
  Email: jane.doe@my.jcu.edu.au
In keeping with JCU policy and principles of effective communication, use courteous language and avoid abusive, rude or inappropriate language. Emails containing such language may be forwarded directly to the Head of NMN for consideration of student misconduct proceedings. Check the JCU Student Conduct Policy.

Remember that teaching staff may not be able to respond to your email immediately. However all attempts will be made to respond to student emails in a timely fashion, usually within two or three working days, or as indicated in subject outlines.

Discussion Groups

The following points relate to the use of Discussion Groups:

▪ When you join a discussion group, read through the existing messages to get a feel for what common questions are asked, and the content of the discussion. When you feel comfortable with the group, then start contributing to the discussion.

▪ Follow all guidelines that the coordinator has posted.

▪ Keep in mind that some discussion groups have members from all over the world, therefore:
  ➢ Do not assume that they will understand a reference to current events in your local area - if you must use the reference, please explain it.
  ➢ Do not assume that they understand geographical references that are local.

▪ Do not post inflammatory messages - this contravenes the student conduct policy. Keep your questions and comments relevant to the focus of the discussion group.

▪ If another person posts a comment or question that is off the subject, do not reply to the list and keep the off-subject conversation going publicly.

▪ Use discretion when forwarding a long mail message to group addresses or distribution lists. It is preferable to reference the source of a document and provide instructions on how to obtain a copy. If you must post a long message, warn the readers with a statement at the top of the mail message. Example: WARNING: LONG MESSAGE.

▪ Remember that these discussions meant for constructive exchanges, are public, visible to all students enrolled in the subject, and relevant academic staff. Treat the others in the discussion forum as you would want them to treat you.

▪ If you do not wish to participate in group discussions, simply do not participate. However, participation in online discussions is a mandatory part of some subjects, so a decision not to participate may affect your ability to successfully complete the subject. Refer to the subject outline for subject specific discussion forum information.

Social Media Information for Nurses and Midwives

The university, its divisions and employees, as well as current/future employers, have a zero tolerance approach to this behaviour. Nursing and midwifery students are responsible for their actions in respect to the Codes of Professional Conduct including those produced by the Nursing and Midwifery Board of Australia (NMBA). Please read the NMBA Social Media Policy for Nurses and Midwives, noting carefully the impact that inappropriate use of such sites can have on your future registration as a nurse and/or midwife and employment prospects. Any students found to be using such sites in an unprofessional and inappropriate manner, will be referred to, and action taken in line with, the university’s Student Conduct Policy.
Library Resources

A substantial nursing and midwifery collection is held in the James Cook University Library. Essential texts and required readings are held in Closed Reserve. You are expected, as part of your academic development, to read widely within the literature. Literature relevant to nursing and midwifery can also be found within the Science, Sociology, Anthropology, Psychology and Social Work collections.

There is a nursing and midwifery specific LibGuide and a PEP handbook to assist students in accessing and locating resources when they are off campus.

The library has a range of print resources, including textbooks, journals and electronic journal access. Most of those relating to nursing, midwifery and allied health sciences are available from the library at the Townsville and Cairns campuses, with a growing collection available at the Mount Isa, Thursday Island and Mackay teaching sites. Please note that if a library fine is incurred, you may not have access to your results through eStudent until outstanding fees are paid.

The Library also provides remote access to nursing and midwifery information in electronic format via the World Wide Web. Services include databases such as Medline, CINAHL, Infotrac, and Ingenta which provide indexing and many full-text health-related articles.

This access is available from any computer with an internet browser logged into the University network. This includes most computers on campus (see Remote Access below).

Literature Database Searches

At undergraduate level you are expected to be competent at searching online literature databases to find and retrieve literature. You are also expected to include reference to other literature in your written assignments besides the weekly readings that were provided to you by the Subject Coordinator.

All students are encouraged to utilise the available JCU electronic databases, especially for their assignments. Examples include Blackwell, CINAHL, Medline, Infotrac, Ingenta and Proquest 5000. These databases provide the full text articles from many nursing, midwifery and allied health journals, giving you immediate access to complete articles as they originally appeared in print. You can download these to computer, print them, or have them emailed to you.

A guide for students of Nursing, Midwifery and Nutrition will help you find the information you need to complete your assignments and research.

It is possible to access these services via the JCU home page as follows:

- Go to the JCU home page
- On the JCU home page, click on Library
- At the Library page, select Databases

Information services mentioned previously may be selected by clicking on the relevant highlighted names: e.g. Infotrac, Ingenta, Proquest 5000. When you have connected to a service for the first time, it is helpful to bookmark the home page for future reference.
More comprehensive indexing services, Medline and CINAHL (Cumulative Index to Nursing and Allied Health Literature) are also available, although these services do not always provide full text of articles.

**Remote Access to Databases and eJournals**

The full content of JCU online subscriptions is not available to the general public. The licenses and agreements which permit use of these resources require that users read and observe the terms and conditions of use as published on the web sites of the publications concerned.

Using your own internet service providers, off-campus JCU students can obtain online access to university subscribed publications, Tropicat and databases. Enabling Remote Access provides access to all online resources where JCU has an active subscription via the Library and Computing Services webpage. You must select “Enable Remote Access” each time you logon as a remote user from an off-campus site.

Your JCU username (login ID) and password will be required to enable access. You need only logon once per session.

**To Disable Remote Access**

Closing down the browser or a period of disuse will automatically disable remote access.

If you require assistance, please contact InfoHelp: Townsville (07) 4781 5500 or Cairns (07) 4042 1777. You can also visit the InfoHelp Desk at the Library (Townsville and Cairns Campus).

**Student Support Services**

While studying at university, some students may experience stressors from work or family pressures interfering with their ability to fulfil the requirements of their course and focus on their studies. Please contact NMN staff, the subject coordinator in the first instance, so that referrals can be made to the relevant university staff and support services. The university offers free support services - [Counselling Service](#), [Welfare Support Service](#), [AccessAbility](#) and [Student Feedback and Complaints](#).
Learning Skills is a free service for all James Cook University students. Advisors can provide learning support for study related problems you may be experiencing.

Learning Advisors provide the following services to all JCU students:

- Workshops and individual consultations to help students improve organisational skills, writing skills, reading and note taking, exam preparation, oral presentations, referencing, English grammar, maths, statistics and science.
- Courses and programs to assist in the transition to tertiary study including a Student Mentor Program and College specific orientation programs.
- Individual and group support for International students and students from non-English speaking background

Learning Skills General Enquiries: Email: learning@jcu.edu.au
Learning Advisor (NMN) - Rachel Barber; email rachel.barber@jcu.edu.au; Tel: (07) 4232 1447

Learning Skills Online

Click here to access Learning Skills Online. It provides students with a range of information.

Literacy Survival Guide

Literacy support resources are available on all LearnJCU subject sites.
InfoHelp Services

InfoHelp is JCU’s ‘one-stop information shop’ for assistance with resolving computer problems; locating information for essays and assignments; developing information literacy and research skills. Some of the areas in which InfoHelp can help you are:

You can contact InfoHelp:

- In person: InfoHelp service points are located in the library buildings in both Cairns and Townsville, by
- By telephone Townsville on (07) 4781 5500, or Cairns (07) 4232 1777
- By email infohelp@jcu.edu.au
- By visiting their website.

Additional Information

Notices and Announcements

Important notices and announcements from NMN provide updated information for students, posted on the NMN’s noticeboards and on LearnJCU, as necessary. All students should check the subject sites on LearnJCU several times a week and on campus students should check the noticeboards regularly.

General information

- University maps can be accessed via the JCU homepage.
- Internal telephones at Townsville and Cairns campus are available for students to use for internal calls within JCU only. Students are not permitted to use NMN telephones for outside calls.
Lost Property

Lost property found in the Nursing, Midwifery & Nutrition building is held in the NMN’s administration office for approximately one month and then forwarded to the Lost Property Office at the Student Association (Free call 1800 330 021). Lost property can be collected from the following locations:

Townsville
- Student Mall
- Tel: 1800 330 021 or 07 4781 4607
- studentassociation@jcu.edu.au

Cairns
- Building A24 (next to the Bookshop)
- Tel: 1800 330 021 or 07 4232 1160
- admin.ccsa@jcu.edu.au

Vehicles on Campus

Traffic and parking on campus at Townsville and Cairns are regulated under the authority of the Traffic Act and University Statute No. 23. The speed limits on campus should be observed at all times. Parking is permitted only in designated areas. Parking spaces and areas are clearly marked as ‘disabled’, ‘free’ or ‘permit’ parking. Parking of vehicles is only permitted in areas clearly marked for parking. Any breaches of Statute No. 23 may incur a monetary penalty. Mackay, Mount Isa and Thursday Island students should check the parking regulations within designated areas at your campus.

Parking fines are considered to be a debt. Please note that you may not have access to your subject results until outstanding debts are paid.

Textbooks and Readings

Textbooks provide the basis upon which subject content is structured. However, the diversity of requisite knowledge and the need for current, research-based information, may require additional readings from a variety of sources. Weekly readings may be accessed via the JCU Library. Subject coordinators may provide links to relevant articles and book chapters not able to be accessed via JCU databases. In addition to the prescribed texts and readings you will need to research widely for assignments.

Co-op Store

The Co-op is JCU’s bookshop operator.
- Phone: Townsville: (07) 4728 1075 Cairns: (07) 4057 5843
- Email: Townsville: jcu-townsville@coop.com.au Cairns: jcu-cairns@coop.com.au
- Web: www.coop.com.au

Photocopying Facilities

There are no photocopying or printing facilities available for students at the Nursing, Midwifery & Nutrition. Please do not ask office staff to photocopy or print items. If a copy of a document is required to be handed to staff, please make sure you have the copy before approaching the office counter.

Photocopiers are located at the JCU Library (Townsville and Cairns Campus) and The Townsville Hospital. (There are also limited photocopying facilities available at Mount Isa, Mackay and
Thursday Island teaching sites.) The JCU Townsville and Cairns copying equipment uses a debit card system which uses a chip card and credits are stored electronically and centrally. All users must purchase a chip card from a re-valuer machine located on the ground floor of the Library, Douglas Campus, Cairns Campus, and some Computer Labs. These machines dispense cards and add credits to the cards. The revaluing machines do not give change. Change and assistance are available from the Copying Service Unit located on the Ground floor of the Library Building, Douglas Campus or Lending Services at the Cairns Library. The photocopiers at the Townsville Hospital Library accept the Chip Card only.

Printing Facilities

You can print at the computer labs (General Access and Teaching Computer Facilities) and at the library (Townsville & Cairns only). For instructions and more information on printing and photocopying, see the Copy Print Guide.

Computer Access On-Campus

The university computer labs at Townsville and Cairns Campus, known officially at the General Access and Teaching Computer Facilities (GATCF) allow convenient 24 hour access to computers and the internet. You must have a student or staff ID card to gain entry to the rooms by way of a security swipe lock. You also need your computer account details to login to the computers. These facilities allow access to word processing, internet, email, printing, as well as other software. Computer facilities are also available at Mackay, Mount Isa and Thursday Island. Please check with the site coordinator for access times.

Internet Access

You can access the internet from the computer labs (General Access and Teaching Computer Facilities open 24 hours) and in the library. You need your computer account details to access the World Wide Web outside JCU.

Prizes Available to BNSc Students

<table>
<thead>
<tr>
<th>Prize</th>
<th>Awarded To</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian College of Midwives (Qld Branch) Prize</td>
<td>NMN Marie McAuliffe</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Emeritus Professor Barbara Hayes Medallion</td>
<td>NMN Karyn Bentley</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Joy Croker Centaur Silver Medal</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Masonic Prize for Exemplary Achievement in the Clinical Practice of Nursing Science</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Mater Health Services North Queensland Ltd Prize</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Nurse of the Tropics Prize</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Nursing Alumni Prize for Citizenship</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Pam McAllister Memorial Prize</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Prize in Nursing Excellence</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Sally Goold Prize</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Sarina White Medal for Infection Control</td>
<td>NMN Kristin Wicking</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Shaun McPherson and Karen Calder Memorial Prize</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>The Good Shepherd Home Mona Kendall Aged Care Award</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
<tr>
<td>Townsville Hospital Foundation Prize - Year 1</td>
<td>NMN Maude Chapman</td>
<td>10/11/2015</td>
</tr>
</tbody>
</table>
Level 1

Good Shepherd Home Mona Kendell Aged Care Award
Donor: Good Shepherd Home Charitable Trust, Townsville. Prize renamed in 2002 to reflect the outstanding contribution by Mona Kendell to the nursing profession. Awarded to the nursing student on the Townsville Campus who has displayed the highest level of clinical skills during the aged care component of a nursing course: $200.

Masonic Prize for Exemplary Achievement in the Clinical Practice of Nursing Science
Donor: District Grand Lodge of North Queensland. Awarded to the highest performing student who has completed Level 1 of the Bachelor of Nursing Science program; has demonstrated outstanding competence in clinical practice; has received a credit average or better in subjects; and in the next year enrolls in the Level 2 program: $500.

Townsville Hospital Foundation Prize - Level 1
Donor: Townsville Hospital Foundation. Awarded to the student who gains the highest Grade Point Average in Level 1 of the Bachelor of Nursing Science course: $300.

Level 2

Shaun McPherson and Karen Calder Memorial Prize
Donor: Nursing, Midwifery & Nutrition in memory of Shaun McPherson and Karen Calder who both died of leukaemia during the course of their studies. Awarded to the student completing Level 2 who gained the highest grade in the clinical practice subjects NS2022 and NS2214: $250.

Soroptimist International of Townsville Incorporated Prize
Donor: Soroptimist International of Townsville Incorporated. Awarded to: the mature-aged female student (over 25 years of age) with the highest grade point average in the second year of the course (Townsville Campus) and in the next year enrolls in the Level 3 program: $100.

Townsville Hospital Foundation Prize - Level 2
Donor: Townsville Hospital Foundation. Awarded to the student who gains the highest Grade Point Average in Level 2 of the Bachelor of Nursing Science course: $300.

Townsville Mater Hospital Prize – Mater Health Services North Queensland Ltd Prize
Donor: Mater Misericordiae Hospital Townsville. Awarded to the second year nursing student who has shown the most improvement over the first two years of the course: Book voucher to the value of $200.

Level 3

Nurse of the Tropics Prize
Donor: Nursing, Midwifery & Nutrition. Awarded to the most deserving student (Cairns campus) as chosen by the vote of the graduating class: $300.
Pam McAllister Memorial Prize
Donor: Queensland Nurses’ Union. Awarded to the most deserving student (Townsville campus), as chosen by the vote of the graduating class: $400.

Prize in Nursing Excellence
Donor: Townsville District Health Service. Awarded to the student who has completed the requirements of the Bachelor of Nursing Science and who is deemed to have achieved the best overall performance in the course: $500.

Sally Goold Prize
Donor: Nursing, Midwifery & Nutrition. Awarded to the Graduating Indigenous Student with the highest Grade Point Average: Commemorative Medal and $200.

Bachelor of Nursing Science-Bachelor of Midwifery Graduates
Emeritus Professor Barbara Hayes Medallion.
Awarded to a graduate of the BNSc-BMid who demonstrated through their studies excellence in both academic and clinical practice

University Awards

Students are encouraged to apply for University Awards, for example:

- University Medal
- Academic Medal

Further information is available in the Recognition of Academic Excellence Policy.
Student Behaviour

Student Conduct Policy

Student conduct in general is expected to be appropriate as per the James Cook University Student Conduct Policy.

Students who do not conduct themselves in a courteous and respectful manner with their colleagues and teachers and/or whose behaviour interferes with the learning of their colleagues will be asked to leave the classroom setting. Repeated instances of such behaviour may result in exclusion from the degree and/or the University, as per the JCU policy.

Inappropriate conduct Student Services Policies.

2. Inappropriate conduct includes, but is not limited to:
2.1 disrupting any teaching, study, assessment or research activities or the administration of the University;
2.2 obstructing any officer or employee of the University in the performance of his or her duties;
2.3 damaging or wrongfully dealing with any property, including intellectual property, which is:
   (a) under the control of the University; and/or
   (b) on University premises; and/or
   (c) on a location where a student is present under the auspices of the University;
2.4 wrongful or inappropriate use of University Computing and Communication Facilities as outlined under “Conditions for use of University Computing and Communication Facilities”;
2.5 wrongful or inappropriate use of University Library Facilities as outlined under “Library Use Policy”;
2.6 without lawful excuse, disobeying or failing to comply with any Regulatory Provision;
2.7 without lawful excuse, disobeying any lawful instruction of an officer or employee of the University, including failing to leave any building or part of a building when directed to do so;
2.8 knowingly withholding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student, whether such withholding or furnishing of information takes place before or after the person becomes a student of the University;
2.9 threatening, intimidating or disorderly behaviour;
2.10 endangering the health or safety of a person;
2.11 verbal abuse or physical or sexual assault or any harassment as outlined in the Harassment Policy;
2.12 compromising the privacy of an individual;
2.13 compromising the confidentiality of information;
2.14 failing to comply with any restriction, requirement or condition which has been imposed on the student pursuant to one or more of Sections 1.3.2, 1.3.3, 3.1, 8d, 8e, 8f or 8g of the ‘Student Conduct Policy - Procedure: Allegations of Inappropriate Conduct’. 
**Student Feedback**

**Student Feedback about Subjects:**
Student feedback is important to the ongoing improvement of subject delivery, and to enhancing the student experience. The new YourJCU Subject Survey is available for students to give confidential and constructive feedback on their learning experience. The survey is user-friendly, quick to complete and available via mobile or tablet, accessible via the Feedback tab in the subject sites on LearnJCU. All students are encouraged to participate in the surveys which become available at the end of each study period. Responses are anonymous and individual student identity is not revealed to any university staff.

**Student Complaints**
Where possible, matters should be resolved with the relevant staff member or student in the first instance. This informal method of resolution provides the opportunity for the relevant parties to explore options and decide on ways to resolve a complaint rather than a third party making and enforcing a decision. There are also a number of free and confidential services from whom you can seek assistance.

Students should follow the process below which aligns with the university policy for student complaints if the matter has not be able to be resolved informally:

1. In the first instance the Subject Coordinator should be consulted. In most circumstances the concerns/ dissatisfactions will be resolved.

2. In the unlikely event the matter is unresolved to the satisfaction of the student, the matter should then be discussed with the relevant Course Coordinator.

3. If unresolved then a written statement should be submitted to the Head of NMN.

If the matter is not able to be resolved through discussions at NMN level, students may make a formal complaint. Prior to making a formal complaint, please read the [University’s Student Complaint Management Protocol](#), which outlines the process for fair and prompt resolution of complaints.

**University Student Policies**

Students can access the full [University Student Policy Library](#) online.

**Smoking on Campus**

There is a [Smoke-Free Workplace Policy](#) within the university.

**Children on Campus**

Please refer to the university policy on [Children on Campus](#).

**Please note:** children of any age are not allowed in any laboratory at the university.
Punctuality

As a part of professional behaviour, punctuality is expected at all teaching and learning activities.

Personal Hygiene

As registered nurses and midwives we work with and through our bodies to provide safety and comfort for individuals throughout the lifespan. Therefore, we should have a conscious awareness of all aspects of personal hygiene, especially in a tropical environment. For example you are expected to bathe at least once a day, perform oral hygiene frequently, and use an under-arm deodorant. Likewise, strong perfumes can also cause discomfort to others and are therefore discouraged.

Uniforms

Students must wear full JCU Nursing and Midwifery Uniform to all Professional Experience Workshops and on Professional Experience Placement. Uniforms may also be required to be worn in HS2101. Please see the full description of Uniform requirements on LearnJCU under the Communities tab on the top of the welcome page - “Clinical Placement Information”. For requests to adopt modified uniforms on the basis of cultural or religious grounds please contact the Manager, Student Placement and Support.

Professional Experience Workshop (PEW) Laboratory Resources

The care and conservation of resources is critical. It is important that students, while in the Professional Experience Workshops, maintain care with the equipment, replace it in the appropriate location after use, and leave the laboratories clean and tidy. Students must immediately notify a PEWS facilitator or the Manager of Clinical Simulation of any faulty or broken equipment.

No equipment or material is to be removed from the Professional Experience Workshops or the/any university building. Any missing equipment/material will be reported to the police and any student who removes equipment/material will be disciplined. Deliberate damage to or defacement of equipment in the Nursing Midwifery and Nutrition laboratories is deemed to be inappropriate as per the Student Conduct Policy.

Audio-visual recording ‘Collection Notice’

Our clinical skills and simulation laboratories are equipped with audio-visual equipment that enables the recording of clinical demonstrations and simulations. These recordings are used for educational and training purposes only and will not be published.

PLEASE NOTE: Mobile phones are not to be used in Professional Experience Workshops.

No bags are permitted in the Professional Experience Workshops at any time. On most campuses there are lockers available for your use.
Eating or drinking (with the exception of water) is not permitted in Professional Experience Workshops.

**BM Laboratory Requirements**

Laboratory coats are required to be worn during BM practicals. Check with BM Subject Coordinators for information on purchasing new and second hand lab coats.

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**Section 4: Attendance Requirements**

**Introduction**

The BNSc and the BNSc-BMid offer students a variety of learning experiences. Some learning experiences require 100% compulsory attendance while others may require 80%. Other learning and teaching experiences do not have mandatory requirements, but students’ learning will be enhanced by attending. The following information provides you with the necessary attendance requirements for learning activities in the BNSc and BNSc-BMid programs. Learning sessions requiring 100% attendance include all NMN Professional Experience Workshops (PEWs), invigilated assessments and all Professional Experience Placement (PEP).

**Attendance**

- It is an expectation that students attend 100% of tutorials. There is an **80% compulsory attendance at tutorials** for all nursing and midwifery subjects.
- If the student misses more than 20% of tutorials (i.e. usually more than 2 tutorials) they will be required to undertake make-up work.
- The make-up work is administered by the Subject Coordinator and reflects activities and readings that the student has missed due to absence. The onus is on the student to contact the subject coordinator, complete the make-up work and submit to the Tutorial Leader or Subject Coordinator within 2 weeks of the missed tutorial.
- **If the make-up work is not completed** and submitted, the student will receive an X grade for the subject.
- **If a student is absent for more than 40%** of tutorials for a given subject (i.e. more than 4 out of 10 tutorials) they will receive a fail grade for the subject, and be required to repeat the subject in its entirety the following year.
- 100% attendance is required for all Professional Experience Workshop Sessions (PEWS).
- Normally, if you are **absent for more than two (2) Professional Experience Workshop Sessions**, this is deemed too much make-up work to complete the required content in the subject, and a pass grade cannot be awarded.
- Students must have completed all PEW makeup work prior to OSCE week in NS1211.

**If you arrive late** to a PEW or tutorial it is your responsibility to speak to the tutorial leader or PEW facilitator to ensure you are marked off the attendance roll. Any late arrival will be noted and make up work may be required. Please note that arriving late is not considered professional behaviour and habitual tardiness will be referred to the subject and/or course coordinator.
If you are absent from a PEW you will need to complete the PEW Attendance Application Form and email this to the Clinical Simulation Administrator at clinsimadmin@jcu.edu.au within seven (7) days. Makeup work and attendance at a PEW makeup session is mandatory.

In the exceptional event that a student has prior knowledge of an inability to attend a compulsory PEW application can be made via the PEW Attendance Application Form (see below). This form needs to be emailed to the Clinical Simulation Administrator at clinsimadmin@jcu.edu.au.

If you are absent from a compulsory learning session, you need to contact the Subject Coordinator via email. Documentation will be required for missed invigilated assessments, such as medication calculation tests and clinical skills assessment days (i.e. OSCEs). Documentation (such as a medical certificate) is to be submitted to the Subject Coordinator as soon as possible, before the compulsory learning session can be rescheduled.

**Class Registration / Group Allocation**

- Students are divided into designated groups for tutorials, and PEWS.
- Students will have the opportunity to self-allocate to a tutorial group and/or PEW via eStudent. An email will be sent to students advising them when class registration is open.
- BNSc-BMid students may be allocated at the BNSc-BMid course coordinator’s discretion.
- In the event that you need to swap your allocated group, it is up to you to find another student to swap. Both students will then need to email chs@jcu.edu.au with their request to swap groups.

**External students Residential Schools**

You are expected to attend 100% of all learning experiences during the residential school. Residential schools are full-time intensive sessions offered only once each year. In the event that you are unable to attend all or part of the residential school (such as illness or death of family member) you should contact the Subject Coordinator as soon as possible.

**Second year Elective Teaching Week Intensive**

You are expected to attend 100% of all learning experiences during the elective teaching week intensive. The intensive week is offered only once each year. If you are unable to attend all or part of the teaching week intensive (such as illness, or death of family member) you should contact the Subject Coordinator as soon as possible.
Tutorial Attendance Policy for Internal Undergraduate Students

80% attendance required for tutorials

- Prior knowledge of inability to attend a scheduled tutorial
- Third and/or fourth missed tutorial
  - Contact Subject Coordinator within 7 days of missed tutorial regarding make up work required
    - Contact made within 7 days
      - Make up work submitted satisfactorily
      - Make up work not satisfactory. See Subject Coordinator
    - Contact not made within 7 days and/or make up work not received
      - Student receives an X Grade

Additional Information

Lectures

You are encouraged to attend all lectures to ensure your success in the course. Please check the timetable on Learn/UCU subject sites for further information.
Professional Experience Workshop Attendance Policy for Undergraduate Students

100% attendance required for Professional Experience Workshop (PEW) Session

- Prior knowledge of inability to attend a scheduled PEW session
- Missed PEW session
- Student accesses Professional Experience Workshop Alternate Arrangement Application Form
- Student completes Professional Experience Workshop Alternate Arrangement Application Form
- Email completed form to: clinicsadmin@jcu.edu.au no later than 24 hrs prior to the first swapped session
- Application emailed to CSA within 7 days of missed PEW session
- Application not received by CSA within 7 days of missed PEW session
- Receive confirmation of swap
- Attend PEW session with written makeup work Satisfactory
- Makeup work Written work And/or PEW Attendance unsatisfactory
- PEW attended
- Discuss with Subject Coordinator

Additional Information

- The PEW alternative arrangement application form can be accessed via LearnJCU and is located under the subject code.
- The PEW alternative arrangement application form is to be submitted if students are unable to attend their scheduled PEW session due to illness or extenuating circumstances.
- Written make-up will consist of completed PEW session preparation work for the relevant week. This work must be shown to the PEW facilitator on entry to the make-up PEW or to the subject coordinator prior to the attending the session as detailed in the subject outline. This work may be either typed or legibly handwritten.

Date: 06 November 2014
Version 1.0
Approved By: Course Coordinator
This form is to be submitted by students when unable to attend their scheduled PEW session due to illness or extenuating circumstances.

### Applicant Details:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Campus</td>
<td>TSV CNS MKY TI MT ISA</td>
</tr>
<tr>
<td>Subject</td>
<td></td>
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<tr>
<td>Group</td>
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<tr>
<td>Date</td>
<td>Week</td>
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<tr>
<td>Time</td>
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</tr>
</tbody>
</table>

### Application for PEW Session: Swap with another student

(Insert below details of the student you wish to swap PEW sessions)

<table>
<thead>
<tr>
<th>Student Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Group</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Week</td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
</tbody>
</table>

### Application for PEW Session: Swap into different group

(Insert below details of the group you wish to attend PEW sessions)

<table>
<thead>
<tr>
<th>Group</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td>Week</td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
</tbody>
</table>

### Application for PEW Session: Make Up

(Insert below details for your make up session)

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

The completed form should be emailed to the Clinical Skills Administrator: clinsimadmin@jcu.edu.au
Self-Directed Learning (SDL) Sessions

Self-directed learning provides students with opportunities to develop clinical skills. As the name suggests SDLs are to be self-directed. The clinical skills laboratories at Townsville and Cairns will be opened during the week/study period for students to access to practice clinical skills. The days and times that the laboratories are open can be found on the Nursing, Midwifery and Nutrition (NMN) year level timetables on eStudent. These sessions are not compulsory, but students should take advantage of the opportunity to continue to practice skills that they are currently learning in their nursing and midwifery skills PEWs and refresh previously learnt skills.

**Students will be required to sign in and out of the SDL. This is a Workplace Health & Safety requirement.** Enclosed footwear is required and students without enclosed shoes will not be allowed into the laboratory area as per workplace health and safety regulations. Additionally, at certain times there may be restrictions placed on numbers of students allowed in the laboratories due to these same workplace health and safety regulations. If the laboratory has reached capacity for a particular session, the staff member overseeing the laboratory may prohibit further students from entering. Please be considerate of these regulations and the safety of staff and other students in the laboratory.

The students at Mackay, Mt Isa, and Thursday Island will negotiate directly with the site coordinator at these teaching sites for times that the laboratory will be open for self-directed learning sessions. External students will have SDL times allocated on the residential school timetable.

Professional Experience Placement Briefing Lecture

It is **MANDATORY** that students attend the PEP Briefing Lectures. The Clinical Attendance Record can only be obtained from those sessions. Non-attendance at the PEP Briefing may make you ineligible for PEP.

The site for access for all information regarding PEP is on Learn.JCU under the Communities tab on the top of the welcome page - “Clinical Placement Information”.

Workshops

From time to time NMN, JCU and our health industry partners may offer students the opportunity to attend workshops that are in addition to the scheduled teaching and learning sessions for each subject. Students are encouraged to take advantage of these opportunities as they are offered.

**BM1011 & BM1022: Physiological Systems and Processes 1 & 2**

Note: Mackay, Mount Isa and Thursday Island students will also be required to attend Residential School at the Townsville campus. Please check the clinical ladder for the required dates. There will be no makeup sessions in lieu of attendance available for these subjects.
Physiology and Pharmacology/Anatomy

- All students are expected to attend all timetabled laboratory/tutorial classes. Final assessment will incorporate attendance record. **There will be no makeup sessions available for these subjects.**
- **Townsville and Cairns:** Students will be loaned a laboratory gown for each practical session. FULLY ENCLOSED shoes must be worn during laboratory sessions. These are statutory requirements for work in a PC2 laboratory. Thongs and sandals are not acceptable.
- No children are permitted in the laboratory.
- **Townsville:** Physiology and Pharmacology/Anatomy practical reports must be submitted in the appropriately marked boxes in the Veterinary and Biomedical Sciences Building.
- **Cairns:** Physiology and Pharmacology/Anatomy practical reports must be submitted in the appropriately marked box outside room A2.005 in the Nursing Sciences area.
- Copies of the practical manual can be accessed via LearnJCU.

Microbiology and Immunology

- Copies of the practical manual can be accessed via LearnJCU.
- **Townsville:** Students will be loaned a laboratory gown for each practical session. FULLY ENCLOSED shoes must be worn during laboratory sessions in Microbiology. These are statutory requirements for work in a PC2 laboratory. Thongs are not acceptable.
- A series of questions are handed out at each practical session. These are to be handed in at the end of the session to the laboratory supervisor.
- Answers to questions noted above and material set out during each practical session (and returnable during that session) will count towards the total marks awarded in the Microbiology section.

Chemistry

- Laboratory sessions are compulsory.
- Closed shoes must be worn during practical classes. Thongs and sandals are not acceptable. Safety glasses will be supplied.
- Students are required to keep a photocopy of all work submitted for marking.

**PP2131 & PP2231: Human Pathophysiology and Pharmacology 1 & 2**

All students are expected to attend all timetabled tutorial classes (internal students). Final assessment will incorporate attendance record. **There will be no makeup sessions available for these subjects.**

Students enrolled in the external mode will need to complete the weekly tutorial activities online (external students).
Section 5: Assessment Requirements

Throughout your course you will be assessed in a variety of ways. Each subject outline provides specific details regarding assessment for that subject, to which students should refer in the first instance. Students must complete all assessment items to be eligible to pass a subject. The following information is general information about assessment pieces in the BNSc and BNSc/BMid programs.

As in the attendance requirements if you are absent from a learning session that incorporates an invigilated piece of assessment, you need to contact the Subject Coordinator via email.

The following, as avoidable and foreseeable, will NOT be deemed acceptable reasons for missing an invigilated piece of assessment:

- Work commitments
- Childcare issues
- Social engagements
- Recreational travel
- Conference attendance
Objective Structured Clinical Exam (OSCE) Process

First attempt at Objective Structured Clinical Exam (OSCE)

- Pass OSCE
- Fail OSCE

  If you do not attend the Mandatory Remedial Session
  Fail Subject

  Prior to second attempt, Attend timetabled Mandatory Remedial Session

  Attend second attempt at OSCE as arranged by Director, Clinical Simulation

- Pass second attempt OSCE
- Fail second attempt, Fail subject
  Contact Subject Coordinator

Additional Information

Associated JCU Policy

*Failure to pass a set OSCE prior to placement may require the student to attend PEP on a challenge.

** Review of JCU Assessment and Student Access to Scripts and Materials Policy

Dated: 23 October 2014
Version 1.0
Approved By: NNILTC
Assignments

Click here for the JCU Learning, Teaching and Assessment Policy.
Guidelines for Assignment Writing

Assignment writing allows students to research, express and analyse findings relating to a given topic. Details specific to each subject can be found in your subject outlines.

Presentation requirements for online submission

All subjects employ online marking.
In preparing your assignment the following criteria apply:
• font face easily readable (e.g. Times New Roman or Arial)
• font size should be 12
• double-spaced line-spacing including reference list
• page number on bottom centre of each page
• set page margins of 3cm (left, right, top & bottom)
• word count (including in-text referencing but excluding reference list or any appendices) must be stated following the conclusion of your assignment
• JCU Student ID number should be included in footer on each page (right hand side)
• follow the online submission guidelines

Structure of the Assignment

An assignment needs the following sections:
• assignment cover sheet detailing; student name, number, subject, assessment title, subject coordinator name, tutorial leader name, submission date, approved extension date if applicable
• abstract (if applicable)
• introduction
• main content/body
• conclusion
• word count
• reference list
• other appendices (if applicable - labelled Appendix A, B, C).
Assessment Criteria

Assessment of your assignments will take into account:

- relevance of your answer to the question or issues
- clarity of expression
- evidence of independent thinking
- use of non-discriminatory language
- use of supporting references
- comprehensive coverage
- overall presentation, including correct grammar, spelling and punctuation.

In marking your assignments, key criteria as appropriate will be assessed, therefore read your assignment requirements and marking criteria carefully.

Please note that academic staff do not take responsibility for lost assignments. It is the students' responsibility to retain a copy of assignments and safe assign reports for resubmission if the original copy is mislaid. This applies to PEP assignments/paperwork as well. Do not rely solely on the file within your home computer either. Always make a copy to an external CD or USB (‘memory stick’). The hard drive in computers can fail, destroying all your hard work.

The following points will guide you with your assignment writing:

- Your assignment must be clear and your expression concise (avoid slang, clichés, colloquialisms, repetition and verbosity)
- Logical and coherent expression enhances your argument and is one of the skills needed in scholarly writing
- Reliance on quotations with linking sentences only is not acceptable. Paraphrase into your own words to demonstrate your understanding
- Ideas used from others must be correctly referenced and serve to highlight your own ideas
- Use non-discriminatory language
- Be aware of value judgements in your thinking and learn to support your ideas with researched material. When arguing in support of a statement, the evidence should be presented clearly and never left to the reader to infer
- Do not present your assignment in high school project format. Any illustrations, tables, or graphs must be correctly appended. Appended material should be on different pages and must all be referred to in-text. Each Appendix is labelled Appendix A, B, and so forth, placed following the reference list.

Additional help with essay writing and appropriate referencing of sources of professional literature in your essay writing can be found in the following recommended sources (available at the JCU Bookshop):


Visual Guide to Essay Writing is available as a free electronic pdf booklet online.
Drafts

One draft only per assignment will be accepted for review by the Subject Coordinator. A draft is generally either a BRIEF (maximum of one page) outline of the proposed paper or a plan of the paper. It is not the completed assignment. General feedback will be given to indicate whether the student is ‘on the right track’ in relation to answering the assignment question. No grammar, spelling or referencing errors will be corrected with drafts.

Referencing

Nursing, Midwifery and Nutrition students are required to use the APA Style of referencing.

The library has created a Referencing for Nursing and Midwifery Students Guide which contains an interactive workbook, videos and quizzes.

The importance of accurate referencing within all assessments cannot be overstated, and is treated very seriously by the University. Whether by ignorance, laziness or deliberate intent, plagiarism will not be tolerated in Nursing, Midwifery & Nutrition. Students who do not adhere to the APA referencing style, and subsequently fail to correctly acknowledge all sources utilised within a piece of assessment, are guilty of plagiarism, and thus academic misconduct. All such incidents will be investigated as per the guidelines below. All students are strongly encouraged to familiarise themselves with the Student Academic Misconduct Requirements Policy.

Finishing the Assignment

It is essential that an assignment be edited and proof-read prior to submission. Keep to the word limit - word counts 10% below or above the required word limit will be penalised by 10% deduction of the marks available. The word count must be accurately stated at the end of the concluding paragraph. Every printed element between spaces is to be counted including quotations and in-text references (but not including Reference list or Appendices).

Spelling - many nursing and midwifery textbooks, journals, and nursing and midwifery dictionaries are published in North America and therefore, spelling differences will occur. Consult the Oxford (English) Dictionary and maintain consistency of spelling.

Abbreviations - it is acceptable to use an abbreviation, provided that the first time it is used, the complete words are spelled out followed by the abbreviation in brackets. Subsequently, only the abbreviation is used, e.g. diagnostic related groups [DRGs]. Conventional medical abbreviations, e.g. t.d.s. or ml. may be used provided they are correct and acceptable.
Using SafeAssign

Safe Assign is a plagiarism detection tool within LearnJCU. A report is generated identifying segments of matching text, and the quantity matched, and this allows both the student and the Subject Coordinator to check the submitted assignment against the original identified sources. (Please log on to the subject sites on LearnJCU for detailed instructions for processing assignments through Safe Assign).

This report is not considered uncontested evidence of plagiarism; rather, it is a means of providing students with feedback on academic writing. Such feedback provides an opportunity for students to develop the knowledge and skills needed to approach assignments with academic integrity.

You should check your report from submission to the DRAFT drop box, prior to submission to the FINAL drop box, as this will help you to identify areas of plagiarism or areas that have not been accurately referenced within your assignment and rectify them prior to your final submission.

Students must submit final assignments including the reference list through Safe Assign by the due date to the FINAL drop box. Students are responsible and must ensure the upload is successful and save a copy of the safe assign report for their own records. If there is any discrepancy in the submission dates, late marks will be deducted from the latest submission lodged, through Safe Assign FINAL Drop box. If the Safe Assign submission is not received at all in the FINAL drop box, the assignment is considered incomplete and thus the student’s marked assignment will not be returned, and the student will receive an X grade for the subject.

If system-wide technical problems happen to occur with Safe Assign on the due date, then your Subject Coordinator will advise you by email and/or an announcement on LearnJCU of any necessary alterations to the above usual processes of assignment submission to Nursing, Midwifery and Nutrition.

Submission

Refer to individual subject outlines for submission requirements for each assessment item.

Online Submissions

When preparing the final document for submission saved in Word format, students should pay particular attention to the filename. The filename must include:

- Student name
- Subject code
- Assignment number

For example: Smith_John_NS7890_A1.docx

Online, or electronic, submission of assignment is used within the BNSc and BNSc-BMid courses. Subject specific information is clearly outlined in the subject outline which should be read thoroughly prior to starting the study period.

The date and time of online submission is recorded by LearnJCU.
Students are required to include a title page as the first page of their submission that includes the same details that are required on the cover sheet. The title page must include:

- Student name
- Student number
- Subject code
- Assignment title
- Assignment due date
- Submission date (this will also be apparent on the electronic submission record in LearnJCU)
- Campus and tutorial group
- Tutorial leader name
- Subject coordinator

**Institution Release Statement - Student Declaration**

As part of the online submission process, the following Institution Release Statement is completed:

**Student Declaration**

1. This assignment is my/our original work and no part has been copied/reproduced from any other person's work or from any other source, except where acknowledgement has been made (see Learning, Teaching and Assessment Policy 5.1).
2. This work has not been submitted for any other course/subject (see Learning, Teaching and Assessment Policy 5.9).
3. This assignment has not been written for me/us.
4. I/We hold a copy of this assignment and can produce a copy if requested.
5. This work may be used for the purposes of moderation and identifying plagiarism.
6. I/We give permission for a copy of this marked assignment to be retained by the College for benchmarking and course review and accreditation purposes.

**Late Submissions**

Work is deemed late if submitted after the due date. Any assignment that does not have an approved extension by the Subject Coordinator will incur a late penalty if submitted after the due date. **Five percent (5%) of the marks available for the assessment item will be deducted per calendar day, including weekends and public holidays.** Refer to section Using Safe Assign above, re submission dates.

Assessments submitted more than 14 days after the due date will be accepted and marked by the Subject Coordinator and feedback will be given to the student, however **zero marks will be awarded.** If an assignment is submitted after the due date there is no guarantee that the student will receive the assignment back at the same time as students that submitted by the due date. If the assessment is not received at all the student will receive an X grade for the subject, and repeat the subject in its entirety the following year.

**Extensions**

Extensions for assessment e.g. written assignments, poster presentations, will only be granted where a serious and unforeseeable event has prevented you from completing the assignment. This includes the delivery of a presentation during a tutorial.

The following, as foreseeable, are not acceptable reasons for extensions:

- computer/printer failure
• work commitments including PEP
• social commitments
• sporting or other community commitments.

An extension request within 48 hours of the due date will only be considered in very serious circumstances. Requests for extensions after the due date will not usually be granted. If a request for an extension is granted, the time required will be negotiated with the Subject Coordinator, taking into account the circumstances leading to the request. The student should attach a copy of the email from the subject coordinator granting the extension to the assignment when it is submitted. A request for a further extension will not normally be considered. If a student is granted an extension of more than one week, it may not be possible to complete marking the assignment for return at the same time as other assignments.

Return of Assignments

An assignment’s return date, time and manner will be determined by the Subject Coordinator in-line with the JCU Learning, Teaching and Assessment Policy. Written feedback will be given, and students can discuss their assignments with the marker if further feedback is needed.

Requests for review of assessment need to follow the JCU student policy Review of Assessment and Student Access to Scripts and Materials.

B. Review of Assessment – Individual Piece of Assessment

An excerpt is provided below:

1. Prior to requesting a remark the student must have sought and received feedback about their performance for the assessment from the subject coordinator or lecturer concerned.

2. To request a remark, the student must provide in writing to the Dean of the College of Healthcare Sciences a substantial case to show how to mark awarded does not reflect their performance with respect to the published assessment criteria for that assessment.

3. In considering a request for a remark, the Dean of the College of Healthcare Sciences will be mindful of equity matters relating to other students in the subject. The Dean of the College of Healthcare Sciences will determine if grounds for a remark exist, and where a request is granted, will nominate an alternative qualified person to mark the assessment.

4. Remarking is done only under exceptional circumstances. Where a remark is granted, in all cases the remark will replace the original mark in the calculation of the final grade, which may result in the grade going up, down or remaining the same as the original grade.

Plagiarism

When you borrow words, sentences, paraphrase the thoughts of a writer in your own words, or take an idea from someone else; you must ALWAYS REFERENCE THE SOURCE OF THIS INFORMATION. Furthermore, if you choose to use a verbatim (exact word-for-word) quote, you must clearly acknowledge that it is a quote. Check APA referencing for correct citation.

Students plagiarise if they:

• Copy passages from textbooks or other sources without providing references;
• Thinly disguise passages from textbooks or other sources by substituting synonyms or re-arranging word order without referencing the source
• Refer to an author’s ideas or research findings without acknowledgement.
• Quote passages or use ideas from somebody else's work, including other students' work, in an essay/assignment without appropriate acknowledgement.

The importance of accurate referencing within ALL assessments cannot be overstated, and is treated very seriously by the University. Whether by ignorance, laziness or deliberate intent, plagiarism will not be tolerated in Nursing, Midwifery & Nutrition. Students who do not adhere to the APA referencing style, and subsequently fail to correctly acknowledge all sources utilised within a piece of assessment, are guilty of plagiarism, and thus academic misconduct. It is your responsibility to ensure that correct referencing is used. All such incidents will be investigated as per the guidelines below:

The JCU website provides additional information in relation to plagiarism. Students who plagiarise will be disciplined under the JCU Student Academic Misconduct Requirements Policy.

If you are in any doubt at any time about the meaning of any policy, it is your responsibility to contact the Subject Coordinator for clarification.

**Academic Misconduct - Policy**

Please take note of the University policy in respect to academic dishonesty including copying another student’s work and other forms of plagiarism:

1.1 ‘Academic Misconduct’ includes:
   1.1.1 plagiarism in non-invigilated and invigilated assessment tasks; or
   1.1.2 cheating, or intent to cheat, in association with invigilated assessment tasks; or
   1.1.3 falsification of research results; or
   1.1.4 any other acts or omissions not included in 1.1.1 - 1.1.3 above which in the opinion of the Chair of the Academic Board reasonably represents academic misconduct, including the falsification of an academic record

1.2 ‘Written correspondence’ between the University and the student means correspondence sent by post, facsimile, email or any other form of written communication. All written correspondence from the University shall be identified as being confidential.

1.3 ‘Invigilated’ assessment is where the assessment task is conducted under the supervision of a member of staff of the University or a nominee acting on behalf of the University.

1.4 ‘Examinations Officer’ includes any person so designated by the Director, Student Services & Administration.

1.5 ‘Student Association Case Worker’ includes any staff member of the Student Association so designated by the General Manager, JCU Student Association.

Any allegation of dishonest action relating to any assessment or the preparation of work required for assessment in a subject shall be reported to the Dean of the College of Healthcare Sciences who shall take immediate steps to fully investigate the allegation. Refer to the JCU Policy on Student Academic Misconduct Requirements.

**Key to Categories of Marking Criteria - Policy**
85-100% High Distinction
75-84% Distinction
65-74% Credit
50-64% Pass
0-49% Fail
Examinations

Examination Policy

JCU Examinations Policy can be found at the following websites:

- Learning, Teaching and Assessment Policy
- Special Consideration, Supplementary, Deferred and Special Examinations
- Review of Assessment and Student Access to Scripts and Materials

Students with Special Needs

AccessAbility Services is a confidential support service for all students on campus who identify as having a temporary or permanent:

- Disability
- Injury
- Illness
- Health condition

<table>
<thead>
<tr>
<th>Townsville</th>
<th>Cairns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor, Library</td>
<td>Ground Floor, Library</td>
</tr>
<tr>
<td>Email: <a href="mailto:accessability.tsv@jcu.edu.au">accessability.tsv@jcu.edu.au</a></td>
<td>Email: <a href="mailto:accessability.cns@jcu.edu.au">accessability.cns@jcu.edu.au</a></td>
</tr>
<tr>
<td>Tel: 1800 552 713</td>
<td>Tel: 1800 552 713</td>
</tr>
<tr>
<td>Fax: (07) 4781 5885</td>
<td>Fax: (07) 4232 1785</td>
</tr>
</tbody>
</table>

Exam Scheduling

Students are reminded that they are required to sit examinations at the scheduled time. The specified examination periods can be found on the NMN 2016 Clinical Ladder and may fall outside the universities usual exam calendar. Examination periods are regarded as part of the academic year and students are expected to be present to sit examinations in those periods.

NOTE: Due to the scheduling of PEP, examination periods in Nursing, Midwifery & Nutrition subjects are often outside the University’s examination period. Please refer to the Clinical and Residential Calendar at the Clinical community in LearnJCU.

Draft Examination timetables are available online approximately six weeks before the Examination period via eStudent. Students are advised to check the examination timetables and notify any examination clashes to exams-townsville@jcu.edu.au or (07) 4781 6212. Students may be eligible for special consideration for unexpected circumstances leading up to and during the Examination period. Further information is available from the Examinations website. The University’s clearly stated position is that any student who is unable to sit an examination at the scheduled time should seek a deferred examination. Before applying, check that you have grounds and evidence to be eligible. You must provide supporting documentation with your application.

Examples for the award/non-award of deferred examinations:
- Severe illness or absence in hospital for an operation may well be an acceptable reason for the award of a deferred examination.
- On the other hand, misreading the examination timetable or leaving on an overseas holiday prior to the completion of the examination period are **not** justifiable reasons. Claiming that air bookings have been made (and perhaps paid) does not enhance the student’s case.

**Scheduling External Examinations**

Examination scheduling for external students is managed by JCU Examinations. JCU Examinations will nominate the exam venue for the external student based on their address in eStudent (therefore it is important for external students to keep their address details up-to-date). If Exams are unable to source a venue at that location, they will contact the student via JCU email to nominate a suitable facility. If the nominated venue is not suitable; for example, if the student has moved location and has not updated eStudent, the student will need to advise Exams and an alternative venue identified by one of the two means above. For all examination enquiries please contact the Flexible Delivery Exams Officer, JCU Examinations, phone (07) 4781 6212 or email exams-townsville@jcu.edu.au.

**Examinations Procedures**

It is a requirement of the University for students presenting for an examination to identify themselves with both signature and photograph. Details of assessment in each subject are contained in the relevant subject outlines. Prior to the examination, the Subject Coordinator will provide an overview of examination structure and format.

**Perusal Time:** Usually ten (10) minutes is allowed at the beginning of each examination for the student to read the paper and make notes on a scrap piece of paper that will be provided, but not on the examination paper.

**Use of Dictionary in Examinations:** please refer to [JCU Policy Student Access to use a Dictionary](#) during an Examination.

**Deferred Examinations**

A student who is unable to sit an exam due to extenuating circumstances should **apply for a deferred exam**. The Head of NMN has the right to decline an application (whether or not the examiner is willing to set another paper) if they consider the reasons are less than exceptional. For example: severe medical conditions or family or personal trauma may be an acceptable reason; misreading the exam timetable, claiming travel bookings are made or leaving on a holiday prior to the completion of the exam period are not justifiable reasons. You will need to attach original or certified copies of appropriate documents with your application, such as a medical certificate, counselling certificate, death notice or statutory declaration. Forms must be submitted **no later than three days after** your scheduled examination.

**Special Consideration in an Exam**

If you experience difficulties or serious circumstances **before or up to the day of your exam** that you believe may affect your ability to sit the exam successfully or perform at your best, you can **apply for Special Consideration**. You should do this as soon as possible before or on the scheduled exam date.
**Supplementary Examinations**

Depending on the individual NMN or College policy, students who come close to passing a subject and meet other eligibility requirements may be granted a supplementary exam. Please note that students do not apply for a supplementary exam. Students who are granted a supplementary exam will see this by the notation ‘NS’ on their results for a specific subject, when subject results are released.

**Standard system of reporting grades**


**Explanation of Grades**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Pass with High Distinction</td>
</tr>
<tr>
<td>D</td>
<td>Pass with Distinction</td>
</tr>
<tr>
<td>D</td>
<td>Pass with Credit</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (a passing level in an ungraded subject.)</td>
</tr>
<tr>
<td>N</td>
<td>Failure</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (failed to reach a passing level in an ungraded subject)</td>
</tr>
<tr>
<td>W</td>
<td>Fail (withdrew after the prescribed date for withdrawal without academic penalty)</td>
</tr>
<tr>
<td>F</td>
<td>Fail (did not sit for examination(s) or did not complete at least 80% of assessment requirements or deferred exam not granted)</td>
</tr>
<tr>
<td>S</td>
<td>Pass after sitting supplementary examination</td>
</tr>
<tr>
<td>SS</td>
<td>Satisfactory after sitting supplementary exam (a passing level in an ungraded subject)</td>
</tr>
<tr>
<td>S</td>
<td>Fail after sitting a supplementary exam</td>
</tr>
<tr>
<td>N</td>
<td>Unsatisfactory after sitting supplementary exam (failed to reach a passing level in an ungraded subject)</td>
</tr>
<tr>
<td>X</td>
<td>Fail - did not sit a supplementary examination</td>
</tr>
</tbody>
</table>

**Interim subject results**
R  =  Result Withheld (assessment requirements are outstanding)
W  

AI = Assessment Incomplete (the school assessment process is incomplete)

NS = Failure (supplementary examination granted)

ED = Deferred Examination granted

Rules for Examination of Students in Nursing, Midwifery & Nutrition

Students enrolled in the BNSc and BNSc-BMid program: for all clinical practice subjects, students must obtain at least 50% in the written examination in order to receive an overall Satisfactory Pass grade in the subject.

As all Nursing and Midwifery subjects are study period-long subjects, students who gain an NS or ED grade can sit for a Supplementary or Deferred Examination in the next Supplementary Deferred Examination period. Those who do not gain at least a S, P, SP or SS final grade must repeat the subject.

For further information on examination procedures refer to the JCU Assessment and Exams website.

Supervision Costs for Supplementary Examinations

Students awarded a NS grade (failure, supplementary examination granted) will be responsible for supervision costs for the supplementary examination if the student chooses to sit the examination away from the Campus at which they are enrolled. Permission to sit off-campus is given only in exceptional circumstances and approval is required by the Subject Coordinator. Fees apply for students who are approved to sit off-campus.

Academic Performance and Progression

The University sets a level of academic achievement which students must meet annually. There are varying consequences if you do not meet the minimum academic standards or award requirements for your course. If you fail to meet the minimum academic standards, your academic status on your internal academic record will change and the University will send you a notification. There are different types of notifications and each one will require you to take action.
Section 6: Professional Experience Placement

Introduction

Professional Experience Placement (PEP) is an integral component of the BNSc (Internal and External) program and the BNSc-BMid program to meet the AHPRA requirements for registration as a registered nurse and/or midwife. The aim of PEP is to integrate theoretical knowledge into practical clinical experiences. PEP has been designed to develop a beginning registered nurse and/or registered midwife who:

- is able to deliver safe, competent nursing and/or midwifery care;
- is able to apply decision making and clinical judgment;
- is a consciously interactive, reflective nurse/midwife.

That is, students must have knowledge and practical experience in a range of clinical settings, including acute medical/surgical, aged care, community, mental health and other areas. Subjects with a clinical component are indicated in the course overview. The site for access for all information regarding PEP is on LearnJCU under the Communities tab on the top of the welcome page - “Clinical Placement Information”. If the above tab does not show in your LearnJCU welcome page contact the clinical placement officer.

Important Contact Details:

<table>
<thead>
<tr>
<th>TBA</th>
<th>Belinda Tuckett</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Placement Specialist</td>
<td>Student Placement Officer (Townsville)</td>
</tr>
<tr>
<td>Nursing, Midwifery &amp; Nutrition</td>
<td>Nursing, Midwifery &amp; Nutrition</td>
</tr>
<tr>
<td>Room 230, Nursing Building (25)</td>
<td>Room 229, Nursing Building (25)</td>
</tr>
<tr>
<td>James Cook University</td>
<td>James Cook University</td>
</tr>
<tr>
<td>Townsville, QLD 4811</td>
<td>Townsville, QLD 4811</td>
</tr>
<tr>
<td>Mobile: 0408 740 173 (Clinical Mobile)</td>
<td>Phone: 07 4781 5492</td>
</tr>
<tr>
<td>Phone: 07 4781 5324</td>
<td>International: +617 4781 5492</td>
</tr>
<tr>
<td>International: +617 4781 5324</td>
<td>Fax: 07 4781 4351</td>
</tr>
<tr>
<td>Email: <a href="mailto:nursingclinical@jcu.edu.au">nursingclinical@jcu.edu.au</a></td>
<td>Email: <a href="mailto:nursingclinical@jcu.edu.au">nursingclinical@jcu.edu.au</a></td>
</tr>
</tbody>
</table>

Christine Rollo

Student Placement Officer (Cairns)

Nursing, Midwifery & Nutrition

Room A2.014, James Cook University,
Cairns Campus, QLD 4870

Phone: 07 4232 1780

International: +617 4232 1780

Fax: 07 4232 1590

Email: nursingclinical@jcu.edu.au
**Section 7: NMN Policy on Research**

**Research**

Any piece of work in which any type of data/information is collected, analysed and interpreted, and the results reported/published (at any level) regardless of being titled as project, evaluation or research is considered to be research and needs to be subjected to the following steps:

- consideration of the ethical aspects (submission to the relevant ethical committees);
- submission and approval of proposal to NMN research committee
- submission of a copy of the final report to NMN research committee.

This policy applies:

- when collectors of the data/information (narrative and/or numerical) are full-time/part-time staff (academic/support) and/or students (undergraduate/postgraduate) in Nursing, Midwifery & Nutrition;
- when data are collected on students of NMN.

Any staff member of NMN studying for a higher degree, but does not collect data about staff or students, does not need to submit a proposal to the NMN research committee

**Students’ Projects**

Students’ projects in subjects offered in NMN which incorporate the collection of any type of data (narrative and/or numerical) without further processing and publishing are not considered to be research but part of a learning exercise. It is understood that no part of this data collection exercise is designed in a way that it can cause harm to the subjects or data collectors. It is the responsibility of the Subject Coordinator to assure adherence to these guidelines.