School handbook

for students enrolled in:

Bachelor of Midwifery
Bachelor of Nursing

Graduate Certificate in Health

Graduate Diploma in Nursing
Graduate Diploma in Mental Health Nursing

Master of Midwifery
Master of Nursing
Master of Nursing (Nurse Practitioner)
Master of Mental Health Nursing

The information in this booklet was correct at the time of printing. The most recent copy can be found on the School’s website at:

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Updated for 2009
## Contents

Dean’s welcome ................................................................. 7  
Senior academic management staff ................................. 8  
Course coordinators ........................................................... 9  
School office ........................................................................ 10  
  Riverland campus ..................................................... 10  
School of Nursing & Midwifery website............................... 10  
  Study aids............................................................... 10  
Student policies and procedures ........................................... 11  
  University policies....................................................... 11  
  Emergency control procedures ................................. 12  
  Academic integrity .................................................... 13  
  Copyright ................................................................ 14  
  Referencing ............................................................. 14  
  SafeAssignment ....................................................... 15  
  Examinations (off-campus) ......................................... 15  
  Leave from study...................................................... 16  
  Appeals and complaints ............................................. 17  
  Statutory prohibition in using the title ‘nurse’ ................ 18  
Student services .................................................................. 19  
  Austudy ................................................................. 19  
  Flinders One ............................................................ 19  
  Flinders University Library .......................................... 20  
  Health, counselling and disability services ..................... 22  
  Student Learning Centre ............................................ 23  
  Unibooks..................................................................... 24
Dean’s welcome

The Flinders University School of Nursing & Midwifery is internationally recognised for its high-quality undergraduate and postgraduate programs in nursing and midwifery, for research, and for practice development. This work addresses health issues and contributes to improving midwifery and nursing practice across the life span, and within the home, the community and institutional settings.

Our Bachelor of Nursing and Bachelor of Midwifery programs prepare students for careers in professional nursing and midwifery and provide currently registered nurses and midwives with the opportunity to obtain degrees in these disciplines.

We have extensive postgraduate programs that produce highly-skilled nurse specialists and advanced nurse practitioners. We offer opportunities for research at honours, masters and PhD levels.

The School's teaching staff have diverse health and nursing professional backgrounds and academic expertise in a range of clinical specialties, physical science, social science and the humanities.

Academic and administrative staff are committed to providing excellent educational opportunities and to improving the professions and practice of nurses and midwives.

We are committed to providing access to high quality undergraduate and postgraduate programs and research with our international partners across the globe.

I take this opportunity to wish you well in your studies for the coming academic year and every success for your future career.

Professor Paul Arbon, AM, FRCNA
Dean, School of Nursing & Midwifery
Senior academic management staff

- **Professor Paul Arbon—Dean**
  Julie-Anne Burton
  Administrative Assistant  Telephone: (08) 8201 3558

- **Dr Steve Parker—Associate Dean (Teaching & Learning)**
  Mary Rosie
  Administrative Assistant  Telephone: (08) 8201 3402

- **Ms Lesley Siegloff—Associate Dean (Practice Development)**
  Petra Galbraith
  Administrative Assistant  Telephone: (08) 8201 3370

- **Professor Paul Arbon—Associate Dean (Research)**
  Julie-Anne Burton
  Administrative Assistant  Telephone: (08) 8201 3558

- **Dr Sheryl deLacey—Associate Dean (Higher Degrees)**
  Jeni Jones
  Administrative Assistant  Telephone: (08) 8201 3468
Course coordinators

The four course coordinators in the School provide program advice to students to ensure that every student accepted for a course is given a reasonable and equitable opportunity to fulfill the academic and practice requirements of their course.

If you require assistance about an aspect of your program, you need to contact the relevant course coordinator to discuss your issue, as soon as possible.

- **Dr Anita De Bellis—Course Coordinator (Graduate Programs)**
  - Alison Gale
  - Administrative Assistant
  - Telephone: (08) 8201 3441
  - Telephone: (08) 8201 5340

- **Ms Jan Thompson—Course Coordinator (Undergraduate Programs)**
  - Alison Gale
  - Administrative Assistant
  - Telephone: (08) 8201 3455
  - Telephone: (08) 8201 5340

- **Associate Professor Pauline Glover—Course Coordinator (Midwifery Programs)**
  - Telephone: (08) 8201 3404

- **Dr Martin Caon—Course Coordinator (Double Degree)**
  - Telephone: (08) 8201 3239
School office

The School Assignment Office is open 8.30 am–5.00 pm weekdays.

Location: School of Nursing & Midwifery
North Wing
Level 1, Room N101

Postal address: School of Nursing & Midwifery
Flinders University
GPO Box 2100
Adelaide SA 5001

Telephone: (08) 8201 3409
Email enquiries: nuassign@flinders.edu.au

Riverland campus

Please contact:
Tania Pilgrim
Administrative Assistant, School of Nursing & Midwifery
Flinders University Rural Clinical School
PO Box 852
Renmark SA 5341

Telephone: (08) 8586 1009
Fax: (08) 8586 3668

School of Nursing & Midwifery website

The School website is at: http://nursing.flinders.edu.au. The website contains up-to-date information about courses, clinical placements, Sturt facilities, academic integrity, research projects, staff in the School and much more.

Study aids

The School’s website includes a number of interactive study aids (e.g. clinical communication, basic drug calculations, basic life support, mental health) which may assist you in your studies and practice. These are found under ‘Current students’ on the School’s home page.
Student policies and procedures

University policies

You are advised that it is your responsibility to be aware of the statues and policies of the University.

In particular, you should refer to the Student related policies and procedures manual that describes University policies and procedures relating to:

- admission
- appeals and complaints
- assessment and teaching
- computing
- equal opportunity
- financial
- honours programs
- intellectual property
- international students
- laboratory rules
- library rules
- non-award studies
- prizes and awards
- research higher degrees
- research components of postgraduate coursework awards
- student conduct.

This information is available online at:
Emergency control procedures

Please refer to the University’s policies and procedures website for up-to-date information on the University’s emergency procedures:

Emergency evacuation procedures

The University advises students:

It is important that you are aware of the emergency evacuation procedures which have been put in place for your safety in the event of a fire or similar emergency in a University building.

All buildings of the University have some kind of device for warning of an emergency. In some buildings this is a bell—in others it is a siren, which may be either hand-held or fixed.

If you hear an alarm bell, or if instructed to do so by a warden, you should cease whatever you are doing, quickly secure confidential materials and valuables and switch off computers and electrical appliances and leave the building by the nearest safest exit route. Go to the assembly point advised by the wardens.

In buildings that use a warning siren, the ALERT signal is an intermittent beep. If you hear this signal you should not leave the building but you should prepare to do so by securing confidential materials and valuables and switching off computers and electrical appliances.

If you hear a whooping tone, which is the EVACUATE signal, or if instructed to do so by a warden, leave the building by the nearest and safest exit route. Go to the assembly point advised by the Wardens.

Do not use the lifts

Do not re-enter the building until instructed by an emergency services incident controller.
Prepare yourself for the possibility that an emergency evacuation may occur by making yourself familiar with the exit routes from the buildings you use. All exit routes are marked with exit signs. At all times during an emergency follow the instructions of the wardens—they are trained to handle emergencies and have the authority to direct persons at all levels to comply with emergency procedures.


**Academic integrity**

All students can access the website 'Academic Integrity at Flinders' from the topic list in Flinders Learning Online (FLO). It contains information on:

- definitions of academic integrity and its importance
- tips on how to avoid plagiarism
- tips on how to avoid collusion
- tips on how to avoid being accused of academic dishonesty.

Further information regarding academic integrity can be found at: http://www.flinders.edu.au/teaching/quality/aims/aims_home.cfm.

To find out more about current policies relating to academic integrity at Flinders University, please go to: http://www.flinders.edu.au/ppmanual/student/assessment1.html.

➢ **Plagiarism**

Flinders University policy defines plagiarism as:

... the use of another person's words or ideas as if they were one's own. It may occur as a result of lack of understanding and/or inexperience about the correct way to acknowledge and reference sources. It may result from poor academic practice, which may include poor note taking, careless downloading of material or failure to take sufficient care in meeting the required standards. It may also occur as a deliberate misuse of the work of others with the intent to deceive.

page 13
It may include, but is not restricted to:

- presenting extracts, without quotation marks and/or without appropriate referencing, from books, articles, theses, other published or unpublished works, films, music, choreography, working papers, seminar or conference papers, internal reports, computer software codes, lecture notes or tapes, numerical calculations, data or work from another student. In such cases, it is not adequate merely to acknowledge the source. This applies to material accessed in hard copy, electronically or in any other medium
- close paraphrasing of sentences or whole paragraphs with or without acknowledgement by referencing of the original work
- adopting ideas or structures from a source without acknowledgment
- using source codes and data from other's work without acknowledgement
- arranging for someone else to undertake all or part of a piece of work and presenting that work as one's own
- submitting another student’s work whether or not it has been previously submitted by that student.


Copyright

You are required to abide by Australian copyright regulations. If you require further information on using copyrighted materials including publications, sound recordings, films, broadcasts or computer programs, consult the University’s Copyright Officer or refer to the website at: http://www.flinders.edu.au/isd/policies-procedures-and-guidelines/copyright/quick-guide.cfm. Also refer to the Australian Copyright Council at: http://www.copyright.org.au/ for further information.

Referencing

You are required to use the author-date (Harvard) referencing guide endorsed by the School of Nursing & Midwifery. The guide is available as a PDF file from: http://www.lib.flinders.edu.au/services/infolit/nureference.pdf.
SafeAssignment

Staff may use a range of methods (including electronic means) to assist in the detection of breaches of academic integrity. In addition, the University makes available for staff and student use the electronic text matching software application SafeAssignment, available from: http://www.flinders.edu.au/SLC/Pages/safeassignment.html.

The electronic text matching software application SafeAssignment may be used in your topic. If so, you will receive a written statement from the topic coordinator describing how the software will be used.

Examinations (off-campus)

The University requires that students enrolled in topics which are delivered on campus sit their exams on campus. However, in exceptional circumstances, where students are likely to face hardship if they have to sit their exams on campus, or have compelling reasons for needing to sit their exams away from the University, students may be granted permission to sit exams away from the University.

There will be instances in which it is inappropriate in any circumstances for an exam to be sat away from the University. Such instances will be determined by the faculty responsible for the topic(s) and can include, but are not limited to, clinical or practical exams.

➢ Eligibility

You may apply to sit your exams away from the University if:

- your permanent home address is outside of South Australia or a location at least 500 kms away from Adelaide, and there are extenuating circumstances which prevent you being in Adelaide to sit your exams; or
- you have to be away from Adelaide during the examination period to participate in a major event, e.g. a sporting or cultural event at a state or national level; or
- you have to be away from Adelaide during the examination period on compassionate grounds, e.g. bereavement, or unforeseen circumstances that have suddenly arisen over which you have no control; or
• you have to be away from Adelaide during the examination period on work-related matters. Such circumstances will require the furnishing of a supporting statement from your employer. This provision does not extend to you if you are employed on a casual basis; or

• you have to be away from Adelaide during the supplementary examination period on study related matters that are a compulsory component of your course, e.g. field trips, research, work placement, clinical placement.

You should refer to the following website for examination policies and more information: http://www.flinders.edu.au/current-students/exams-assess-results/examinations/index.cfm.

An application form to sit an examination off-campus is available from: http://www.flinders.edu.au/current-students/exams-assess-results/examinations/exam-faqs.cfm. The application must be lodged at the Examinations Office, Student Centre at least four (4) weeks before the commencement of the exam period. Late applications cannot be considered.

➢ **Riverland students**

Examinations are held at the Renmark campus concurrent with the Sturt precinct in Adelaide.

**Leave from study**

If you are a continuing undergraduate or postgraduate coursework student and you wish to take leave from a course for a **full year**, you must apply for leave. An application for leave is not required for one semester’s leave only. Further information and application forms are available from: http://www.flinders.edu.au/enrolling/leave_from_study.html.
### Appeals and complaints

The School and the University have processes in place should you experience difficulties with your studies.

The School’s preferred way for a student to attempt to resolve their concerns is as follows:

1. Approach your lecturer/tutor
   
   If the situation is not resolved ...

2. Approach your topic coordinator
   
   If the situation is not resolved ...

3. Approach the relevant course coordinator (see p. 9)
   
   If the situation is not resolved ...

4. Approach the Associate Dean (Academic Programs)
   
   If the situation is not resolved ...

5. Approach the Dean

Statutory prohibition in using the title ‘nurse’

Under the Nurses Act 1999 (SA) the title ‘nurse’ is protected. Only those individuals registered or enrolled with the NBSA can lawfully use that term. Thus, a student enrolled in the BNg or BMid is not permitted to use the word ‘nurse’ or ‘midwife’ to describe their student status, i.e. student nurse or student midwife. Therefore, when required to refer to the ‘title’, ‘nursing student’ or ‘midwifery student’ must be used.
Student services

Austudy

If you need clarification about the impact of undertaking study on Centrelink payments, please refer to the Centrelink website: http://www.centrelink.gov.au/internet/internet.nsf/payments/qual_fts_aus.htm. Go to ‘Studying or training’, then to ‘Payments while you are studying or training’.

Flinders One

Flinders One delivers important services to Flinders University students. Some of the services include:

- student advocacy and support through welfare and financial counselling
- sporting clubs and fitness, clubs and societies
- postgraduate and international student support
- student employment service
- cafes and restaurants
- food and beverage outlets
- VenueTix ticketing outlet
- member promotions and special offers.


Telephone: (08) 8201 2062
Fax: (08) 8201 3232
Email: fccs@flinders.edu.au

Located on the Plaza level, North Ridge Precinct.
**Flinders University Library**

Four libraries are located on-campus; each has student computers with access to the internet.

You will need your student ID card to use many of the Library’s facilities. Students enrolled on-campus will receive their card as part of the enrolment process. Students enrolled off-campus need to contact the Flexible Delivery Librarian to arrange for a student ID card to be made and sent to their address.

- **Liaison Librarian—Nursing & Midwifery**
  
  Deb Zott is the Liaison Librarian for the School of Nursing & Midwifery. Deb’s main role is to support the teaching and research needs of the School of Nursing & Midwifery staff and students.

  Deb is located in the Sturt Library, Level 3, southern end of Sturt buildings.

- **Library tours and training**

  The Sturt Library hold library tours and training sessions on the use of Library resources at the beginning of each year and at other times during the course of the year. Please contact Deb Zott for further information.

  **Telephone:** (08) 8201 3289  
  **Fax:** (08) 8201 3186  
  **Email:** deb.zott@flinders.edu.au  

- **Sturt Library Collaborative Learning Hub**

  The Sturt Library Collaborative Learning Hub is a vibrant and flexible space for students to use for study, learning and collaboration.

  It is located on level 3 of the Sturt Library and provides a range of technology for group and individual study, placed in a comfortable and inviting social space for students.
The enhanced study facilities include:

- comfortable casual seating and coffee tables in a light and spacious environment
- group study areas where students can work together on group projects
- areas for computers, laptop use and wireless facilities
- printing and photocopying facilities.

- **Electronic databases and journals**
  
  Electronic databases and journals are available through the Library web pages. For access to some of these electronic resources from off-campus, you need to obtain a password. More information is available at: [http://www.lib.flinders.edu.au/resources/ej/](http://www.lib.flinders.edu.au/resources/ej/).

- **Flexible Delivery Library Service**
  
  The Flexible Delivery Library Service provides support to students who are studying externally or by other flexible means and live outside the Adelaide metropolitan area.

  Sita Austin is the Document Services Librarian responsible for managing services to students of the Flexible Delivery Library Service.

  Lara Patritti is the Flexible Delivery Officer and your initial point of contact. Lara is responsible for handling all your requests on a day-to-day basis and will respond to your emails and telephone calls.

  This service is located in the Central Library, North Ridge Precinct. Please ask at the Information Desk.

  **Telephone:** (08) 8201 2435 or 1800 625 856 (local call fee)
  **Email:** distlib@flinders.edu.au

- **Flinders Learning Online (FLO) Student Help Desk**
  
  The FLO Student Help Desk is located at the western end of the Service Desk in the Central Library. For FLO, email and support for students go to: [http://www.lib.flinders.edu.au/flo](http://www.lib.flinders.edu.au/flo).
Health, counselling and disability services

Flinders University provides on-campus health, counselling and disability services.

Level 3, Student Services Centre (next to the Sports Centre)
Open: 8:45 am–5.00 pm, Monday–Friday

Telephone: 8201 2118
Email: health.counsel@flinders.edu.au

- **Medical services**

  The University provides a general practice medical service for students and staff. It is located in the Student Services Centre (next to the Sports Centre).

  Telephone: 8201 2118

- **Counselling**

  Counsellors are available to help manage the academic and personal welfare of all students enrolled at Flinders University. This may include assisting students who are struggling to manage their workloads and meet deadlines in a range of topics. The principal objective of counselling is to ensure that every student accepted for a course is given a reasonable and equitable opportunity to fulfil the academic and practical requirements of that course.


- **Disability services**

  The Disability Liaison Officers (DLOs) provide a free, confidential service for enrolled students who have a disability and are the first point of contact for information regarding assistance. 'Disability' refers to any impairment, disability or medical condition that inhibits a student's access to education.
Appointments normally are held from 10.30 am–3.30 pm on Tuesdays, Wednesdays and Thursdays. To make an appointment, telephone 8201 2118.

**Telephone:** 8201 2943  
**TTY:** 8201 3242  
**Email:** dlo@flinders.edu.au

### Student Learning Centre

The Student Learning Centre assists students develop academic and learning skills for successful university studies by:

- enhancing students’ learning skills to meet the demands of higher education  
- building students’ independence and fostering a responsibility for their own learning  
- assisting students to recognise and build on their own learning strengths  
- developing students’ self-confidence and self-efficacy in regard to learning  
- fostering and enhancing students’ skills of critical appraisal, analytical thinking and problem solving  
- enhancing students’ skills in oral and written communication.

The office is open Monday to Friday from 9.00 am–5.00 pm and is located on level 1, lower ground floor, Student Centre building (next to the Alan Mitchell Sports Centre).

**Telephone:** (08) 8201 2518  
**Email:** slc@flinders.edu.au  
**Fax:** 8201 3839  
**Website:** [http://www.flinders.edu.au/current-students/slc](http://www.flinders.edu.au/current-students/slc)
Unibooks

Unibooks specialises in supplying text and reference books for all subjects taught at Flinders University.

Unibooks also offers a comprehensive search facility to locate books worldwide and order service facility on the internet at: http://www.unibooks.com.au

Unibooks is located at:
Sturt Precinct—Retail One
Telephone: (08) 8201 3473
Fax: (08) 801 3297

North Ridge Precinct—Plaza level near the Central Library
 Telephone: (08) 8276 8464
Fax: (08) 8374 2289

Flinders Medical Centre—FMSS Bookshop
 Telephone: (08) 8177 0978
Fax: (08) 8177 0978

Ordering textbooks

Textbooks may be ordered by contacting Unibooks.

Telephone: (08) 8223 4366 or 1800 182 003 (local call fee)
Fax: (08) 8223 4876
Website: http://www.unibooks.com.au
Email: flinders@unibooks.com.au
iFlinders

iFlinders is the University student portal, the online entry point to University web content. You may login to iFlinders at https://i.flinders.edu.au and:

- access topic materials and resources—utilising Flinders Learning Online (FLO)
- access personal library details and search the Library catalogue
- enrol in or withdraw from topics, register in classes, view timetable information, update contact details, make payments and view results (Student Information System)
- read University announcements
- check your student email account
- access your personal diary/calendar.

Student FAN

Your Flinders Authentication Name (FAN) and its associated password gives you access to a number of University electronic services. These include electronic mail, network services and course materials.

FAN codes are generated automatically for students at enrolment. They are constructed from the first four characters of your surname (family name) followed by four numeric digits to make each name unique. If your surname has fewer than four characters, your authentication code will have fewer characters.

For example, the authentication code for the seventeenth person with a surname beginning with the letters 'blog' would be blog0017.

Activating your FAN

When your FAN is first created, an initial password is generated which is easy for you to remember but is not secure enough for ongoing use. Before you can use any University online services, you will need to ‘activate’ your FAN by setting a new secure password. This is done by visiting the FAN activation page at: https://www.flinders.edu.au/fan/index.php?perform=activate.

You will need to remember your initial allocated password to change to a new secure password.

Student passwords

Associated with each FAN is a password which is known only to you and which should never be divulged to others. For a password to be secure, a careful choice must be made and the system which stores and changes your password will require you to conform to some rules when making that choice.

The default password for students will be the last four characters of your student ID followed by four characters of your birth date in the form ddmn (day,day, month,month). For example a birthday of 7 March is represented by 0703, and a student ID of 20001764 is represented as 1764. Together, these generate a password of 17640703. If you are also a staff member, your staff default password takes precedence.

Student email

You are able to use email through the University’s central mail service. You are issued with a Flinders Authentication Name (FAN) and password when you first enrol. If you have not obtained this information, you may collect your email details from Enrolment Services on presentation of identification. An information booklet is also available.

Email may be checked when you are logged on at iFlinders: https://i.flinders.edu.au.

Note: email is the preferred mode of communication in the School of Nursing & Midwifery and it is therefore very important that you check your University email address weekly for notices.
Student Information System

Access to the Student Information System allows you to complete your enrolment, register for classes, see individual timetables, check examination dates and finances, and withdraw from topics. To log onto the Student Information System, go to the student portal at iFlinders: [https://i.flinders.edu.au](https://i.flinders.edu.au).

The Student Information System may also be accessed through: [https://stuadmin.flinders.edu.au/login](https://stuadmin.flinders.edu.au/login). You will need your student ID number and password. The Student Information System now uses the same password as used for email and some other University systems, i.e. the FAN (Flinders Authentication Name) password.

Questions and answers relating to your enrolment, class registration and fees may be found at the ‘Frequently asked questions’ web page at: [https://faq.flinders.edu.au](https://faq.flinders.edu.au).

- **Changing contact details and enrolment**

  You may change most contact details and amend your enrolment via the Student Information System by logging into iFlinders at: [https://i.flinders.edu.au](https://i.flinders.edu.au).

  You may also visit Enrolment Services at the Student Centre, ground floor, from 9.00 am–5.00 pm.

  **Telephone:** (08) 8201 3950 or 1300 360 351 (local call fee)

  **Email:** enrolment.services@flinders.edu.au

  **Website:** [http://www.flinders.edu.au/enrolling/enrolment_services.html](http://www.flinders.edu.au/enrolling/enrolment_services.html)
Computer access on campus

The Central Library
The Central Library has 24-hour computing facilities available for all students. You will need to register at the Central Library loans counter for after-hours access.

Sturt Library
The Sturt Library has a number of workstations available to students. They provide access to word processing, the internet, FLO and email as well as the library catalogue and website with its large range of electronic resources. Printing is available.
For further information see the Library website at:
or the Sturt Library at:

Opening times
Library opening hours vary. Please check this website for current hours: http://www.lib.flinders.edu.au/info/hours/.

Riverland computing laboratory
Riverland students are able to access the computing laboratory 24 hours a day, 7 days a week. After-hours access and permission available from Reception staff.

Rules of use of computer facilities
Any student who has a current enrolment may use the computers in the libraries. Please refer to:
Further information regarding the University’s computer facility rules is available at:
Wireless network
To use the Flinders University Wireless Network, your laptop (or PDA, tablet etc.) must be equipped with a wireless network adapter. The network predominately uses the 802.11b wireless standard. For more information visit: http://www.flinders.edu.au/isd/essentials/network-access/wireless-network/.

Off-campus computing and internet access
Off-campus students are encouraged to purchase or arrange access to a computer with internet access. Flinders Library provides recommended specifications for personal computers at: http://www.lib.flinders.edu.au/flo/tech.html#comp.

Useful software
In addition to the word processing and other software loaded on your computer, there is other software that will be useful, they may be downloaded at no cost. To find out more, go to: http://www.flinders.edu.au/isd/computing-and-software/software-downloads/software-downloads_home.cfm.

- EndNote
EndNote is a database program for storing and managing bibliographic references. It allows you to import saved references from library catalogues and other electronic databases into EndNote libraries using filters.
You may also connect directly to some remote databases and search them using EndNote, saving the retrieved references directly to your EndNote library.
References in EndNote libraries can be sorted and searched, and incorporated automatically into papers for publication.
The University provides a copy of EndNote for every undergraduate and postgraduate student.
To ensure that only those persons listed under the University site licence have access to the software, you will need to login with your FAN and password at:

Further information is available from the Library website at:

➢ **Adobe Acrobat Reader (for PDF files)**

Many of the electronic resources for your topics may be provided as PDF (portable document format) files, which must be viewed using a software program called Adobe Acrobat Reader. If you are studying on a computer that does not have Acrobat Reader, you may install it free. Go to:

➢ **Quicktime**

To view or listen to video lectures, you must download and install the QuickTime player software. This one time installation may then be re-used to view all the files in the QuickTime format.
http://www.apple.com/quicktime/download

Apple provide a free player on their website for PC and Mac. The current released version is 7.4.5.

➢ **Sophos Antivirus software**

Sophos AntiVirus is virus detection and disinfection software that can be installed on file servers and workstations. It checks local hard disks, floppy disks and networks, internet downloads and email attachments for the presence of viruses. It operates in on-access, scheduled and on demand modes.

You will be asked for your FAN and password when you click the download button.
Flinders Learning Online (FLO)

Student computer access requirements

The ongoing use of a computer with an internet connection is expected of university students. Continuing and commencing students of Flinders University will enrol in courses and access administrative and course information via the internet. An internet connection also provides access to a range of online study materials and resources.

Students of the School of Nursing & Midwifery are expected to have access to a computer with an internet connection and competency in the basic use of a computer (for such functions as word processing, emailing and web navigation).

Computers for student use are available on campus through the Central Library and the Sturt Library.

If uncertain of computer access requirements for a particular topic, check with your topic or course coordinators prior to enrolment. If computer access is required for a topic but impossible for you to arrange, you must negotiate an alternative with the topic coordinator prior to topic commencement.

Studying online with FLO

All topics have a topic website. To view the topic website, you need to access a computer with an internet connection.

Topic websites are accessed through Flinders Learning Online (FLO), a software program the University uses for online learning. FLO enables you to access online study materials and communicate electronically with lecturers and other students in the topic. To get to the topic site for a particular topic, login to FLO at: http://learn.flinders.edu.au.
Online discussions (utilising FLO)

You may be invited to interact online with your lecturer and/or other students as part of a topic assessment. The ‘discussion’ tool is available on the topic site using FLO.

Flinders University and the School of Nursing & Midwifery have policies regarding participation in online discussions. Please see the ‘Use of discussion forums’ under ‘Announcements’ in your FLO topic site. The general expectations are summarised below.

- **Appropriate online behaviour**

  The discussion tool for your topic is an extended classroom with similar expectations concerning behaviour. Remember that anything you type in the discussion can be read by your peers, your lecturers and, in certain circumstances, University officials.

  The discussion is a powerful communication tool with immediate impact, and because it is written, the nuances of ordinary conversation (such as facial expression or tone of voice) are absent. Therefore, the effect of your words may be different from what you imagined.

  To use the discussion tool wisely and effectively, here are a few guidelines:
  - respect each other’s points of view and be polite
  - keep a positive approach and make your communications constructive
  - be sensitive to cultural differences
  - don’t SHOUT (writing in capitals seems like shouting)
  - don’t ‘flame’ other students, lecturers or clinical staff (flaming is attacking another or being harsh or hostile)
  - keep your entries legal—plagiarism or any other cheating is not allowed
  - think about what you want to say before you begin to write
  - write clearly and proofread your message before you hit the ‘send’ button
  - stay on topic and don’t dominate the conversation.
Remember: All University policies and regulations, legal responsibilities and behavioural expectations apply in the discussion forum.


FLO Student Help Desk

The FLO Student Help Desk can answer your questions on using FLO. For example, they can help if you are having difficulty accessing FLO, with logging on, or you are unsure how to use functions within FLO, such as email, quizzes and discussions. For further information please go to: http://www.lib.flinders.edu.au/flo/.

The FLO Student Help Desk is located at the western end of the Service Desk in the Central Library. You can walk in for help or contact them by telephone. The Help Desk has online information including an email support form as well. The Library can also reset students’ passwords.

Telephone enquiries (during semester): (08) 8201 5378 or 1800 200 292 (local call fee).

After normal business hours contact the Sturt Library Information Desk on: (08) 8201 3294.

Please note: topic-specific questions should be directed to the topic coordinator.
Nursing study pathways

Undergraduate students

The Bachelor of Nursing provides four entry pathways:
- pre-registration (3 years)
- graduate entry (2 years)
- BN overseas registered (1 year) nurses
- double degree—health science & nursing (4 years).

An introduction, course aims and program of study for the Bachelor of Nursing and Bachelor of Nursing (Hons) can be found at: http://www.flinders.edu.au/calendar/vol2/ug/BNg.htm#prog.

Postgraduate students

General information can be found at: http://www.flinders.edu.au/courses/postgrad/ng/.

- **Graduate Certificate**

- **Graduate Diploma**

- **Masters Degrees by Coursework**

- **Masters Degrees (Research)**

- **Doctor of Philosophy**
Midwifery study pathways

Undergraduate students
The Bachelor of Midwifery provides three entry pathways:
- pre-registration (3 years)
- post-registration RN-BM (18 months)
- RM-BM (1 year).
An introduction, course aims and program of study for the Bachelor of Midwifery and Bachelor of Midwifery (Honours) can be found at:

Postgraduate students
General information can be found at:

➢ Master of Midwifery
International students

International students are welcome to contact:

Annette Stenberg
International Programs Manager

Telephone: 61 8 8201 3492
Fax: 61 8 8276 1602

The office is located on Level 1, North Wing, Sturt Buildings.

International Student Services Unit

Further information and support can also be obtained from the International Student Services Unit located at the south-eastern end of the Mall (opposite the Religious Centre).

The International Student Services Unit (ISSU) is specifically designed to assist international students during your time in Adelaide and at Flinders University. They offer a range of services to make your transition easier, including airport reception, accommodation assistance, numerous programs supporting enrolment, study and social life. In addition they offer a referral service to services on campus and within the local community.

The ISSU assists students with confirmation of enrolment—the School of Nursing & Midwifery does not do this.

General telephone enquiries: (08) 8201 2717
Email: issu@flinders.edu.au
Website: http://www.flinders.edu.au/international-students/services/
Riverland students

The School of Nursing & Midwifery offers its Bachelor of Nursing in the Riverland region of South Australia.

The Bachelor of Nursing is available in a 3-year pre-registration program to school leavers and mature-aged students who will undertake their degree at the Flinders University Rural Clinical School in Renmark.

The Renmark campus is located at the Flinders University Rural Clinical School in the grounds of the Renmark/Paringa District Hospital complex. Permanently based at the Renmark campus are nursing lecturers and one administrative assistant. In addition visiting lecturers from the Adelaide campus travel to Renmark on a regular basis.

For further information contact:

Tania Pilgrim
Administrative Assistant, School of Nursing & Midwifery
Flinders University Rural Clinical School
PO Box 852
Renmark SA 5341

Telephone: (08) 8586 1009
Fax: (08) 8586 3668
Email: tania.pilgrim@flinders.edu.au

- **Library**

  You have access to a nursing library as well as being able to source books via the Sturt Library in Adelaide through the Flexible Delivery Library Service: [http://www.lib.flinders.edu.au/services/flexdel/](http://www.lib.flinders.edu.au/services/flexdel/).

- **Computers**

  The computer laboratory has computers which you are able to access 24 hours a day, 7 days a week. After hours access and permission available from Reception staff.

- **Examinations**

  Examinations are held at the Renmark campus concurrent with the Sturt campus in Adelaide.
External students

Document Services

Dispatch of your study materials is managed by Document Services at the University of South Australia. Please contact staff at Document Services regarding dispatch enquiries at the number or email below.

Dispatch telephone enquiries: (08) 8302 1313
Email: FLCDispatchInfo@unisa.edu.au

Flexible Delivery Library Service

The Flexible Delivery Library Service provides support to Flinders University students who are studying externally or by other flexible means and live outside the Adelaide metropolitan area.

The service provides access to a wide range of library materials and services including: supplying books and articles; arranging student cards; advising on reciprocal borrowing rights with other university libraries; and reference and help services for students who live outside of the Adelaide metropolitan area.

Website: http://www.lib.flinders.edu.au/services/flexdel/.
Assignment processes

The following information is to assist you to understand the assignment process and your responsibilities.

Assignment Office

The School Assignment Office is open 8.30 am–5.00 pm weekdays.

Location: School of Nursing & Midwifery
North Wing
Level 1, Room N101

Postal address: School of Nursing & Midwifery
Flinders University
GPO Box 2100
Adelaide SA 5001

Telephone: (08) 8201 3409

Email enquiries: nuassign@flinders.edu.au

Assignment presentation

Please use these presentation directions unless your lecturer provides specific guidelines.

- **Always** copy, as assignments do occasionally go astray.
- All assignments are to be written in the accepted academic style with correct referencing based on the author-date (Harvard) referencing guide.
- Assignments should be typed or word-processed in double spacing.
- Use an easy-to-read typeface, such as Times New Roman, 12 pt.
- Use 3 cm left and right margins to allow for comments on your work.
- Order the paper—title page, assignment, appendices, references.
- Please number all pages, making sure they are in the correct order, and staple them together in the top left-hand corner only. Do not use pins or paper clips as these catch on other assignments in the sorting and mailing process, and your assignment could be lost.
• If you use continuous paper in your printer, make sure all the pages have been separated and stapled correctly.

• If you are mailing your assignment, do not insert individual pages or your whole paper inside any form of cover. Include a postal stamp or receipt to verify the date of submission.

• All assignments must have a title page with the following information:
  – Flinders University, School of Nursing & Midwifery
  – topic code
  – topic name
  – assignment number
  – assignment title
  – student name and ID
  – lecturer
  – due date
  – word length (excluding references and appendices).

**Assignment submission**

Assignments should be submitted with an ‘Assignment cover sheet’ attached and stapled where indicated on the cover sheet. Do not submit assignments in folders and plastic sleeves. Cover sheets are available outside the School Assignment/Reception area. External students will find cover sheets in their *Topic details* booklet.

- **Internal students**

  Ensure all details are **clearly printed** in both sections of the ‘Assignment cover sheet’. This will prevent misfiling and possible loss of assignments. The tear-off section is kept in the School Office as proof of assignment submission.

  There are differently coloured cover sheets for different courses:
Assignment cover sheets

- grey—Bachelor of Nursing and Bachelor of Midwifery (undergraduate pre-registration)
- orange—Bachelor of Health Sciences topics (HLTH1003, 1004, 1304 & 2002 only)—available from the health sciences office.
- blue—post graduate topics
- hot pink—Riverland-based students
- purple—honours students
- green—external students (nursing & midwifery topics only).

Clinical records

- bright yellow—Flinders-based student clinical records
- green—Riverland-based student clinical records.

Dates and collection

- Assignments must be submitted through the chute located at the Assignment/Reception area. The chute is checked on a regular basis. Assignments are date-stamped when received. Assignments received after 5.00 pm close of business will be stamped as being received the following day. If it is not convenient to lodge your assignment by hand, please contact your topic coordinator to negotiate alternative arrangements.
- **Students should ensure that assignments sent by mail are postmarked or officially franked (as having been sent) on or before the due date.** Where possible the date of postage will be stamped on the assignment by the School office.
- Assignments will be collected by the lecturer for marking soon after the due date. When assignments are marked, they are returned to the Assignment/Reception area and filed under the student name for collection. Students must show their student ID card (a driver’s licence or picture ID will also be accepted) before an assignment will be released. Assignments will be returned by mail or email (not fax) to students enrolled externally.
- Assignments may only be collected by another person holding written permission for the work to be released to the person collecting the assignment and the student ID card for the student named on the ‘Assignment cover sheet’.
• If it is not convenient to collect your assignment from the Assignment Office, attach a stamped, self-addressed, large envelope to the assignment, and following marking, it will be returned by post.
• Where possible, assignments available for collection will be listed by topic number on the whiteboard located in the Assignment/Reception area.
• The Assignment Office staff:
  – cannot approve or seek extensions on your behalf,
  – are not responsible for the return of assignments from academic staff, and
  – are not responsible for photocopying assignments.

Note: it is your responsibility to regularly check to see if your assignment has been returned to the Nursing Office as you may have been granted a resubmission and given a new date to submit. If this date passes before you have collected your work, you will have lost the opportunity to resubmit.

➢ External students (NURS & MIDW topics only)

You will find a green ‘Assignment cover sheet’ within your Topic information/Topic details booklet. Forms are also available from the Assignment/Reception area of the School of Nursing & Midwifery.

• Ensure all details are clearly printed on the 'Assignment cover sheet'. This will prevent misfiling and possible loss of assignments.

• Students should ensure that assignments sent by mail are postmarked or officially franked (as having been sent) on or before the due date. Where possible the date of postage will be stamped on the assignment by the School office.

• Assignments may also be submitted through the chute located in the Assignment/Reception area of the School of Nursing & Midwifery. The chute is checked on a regular basis. Assignments are date-stamped when received. Assignments received after 5.00 pm close of business will be stamped as being received the following day. Assignments will be collected by the lecturer for marking soon after the due date.
Extensions

The following information is to assist students to understand the extension process and their responsibilities.

- **Internal students (NURS & MIDW topics only)**
  - Complete the orange ‘Application for extension’ form available from the Assignment/Reception area and attach supporting evidence (e.g. a medical certificate). Light pink extension forms are used for Riverland students.
  - **You must take the completed form and meet with the topic coordinator at least three days prior to the stated due date for the assignment.**
  - If, after discussion with you, the topic coordinator grants an extension, the topic coordinator will sign the completed form, and retain the bottom section as a record.
  - You will then present the completed ‘Application for extension’ form to the Assignment Office where it will be date-stamped, and the Office Records section retained. This is filed as confirmation that the request for an extension was made before the assignment due date. You will retain the top section. This section will be submitted with the assignment on, or before, the new due date.
  - When submitting on the new due date, attach both the signed ‘Application for extension’ and a completed ‘Assignment cover sheet’ to the front of the assignment. Please ensure that the ‘Application for extension’ form is placed underneath the ‘Assignment cover sheet’.

**Important:** the Assignment Office will not stamp as ‘received’ unsigned ‘Application for extension’ forms.
External students (NURS & MIDW topics only)

- Use the white 'Request for 7-day extension to assignment due date' form supplied in your Topic information/Topic details booklet. Forms are also available from the Assignment/Reception area of the School of Nursing & Midwifery.
- Contact your topic coordinator for permission for an extension of over seven days, at least seven days before the stated due date. The due date will be advised in the ‘Statement of assessment methods’, in individual Topic information/Topic details booklets.

Internal and external students (HLTH topics only)

Assignment box located in the Department of Disability Studies for health science core topics.
Clinical placements

Clinical placements have been designed to take you from an experience that encourages reflection and critical analysis of practice at a beginning level to a position where you are confident to graduate to beginning registered status.

All information regarding clinical practice and clinical placement may be found in the booklet *A guide to clinical practice* on the School’s clinical placement web page. The booklet contains information about:

- administration of clinical placements
- rural clinical program
- overview of aims for clinical practice
- assessment of nursing and midwifery clinical competency and practice
- the role of staff and students in clinical placements
- lines of communication
- postgraduate clinical practice experience.


Clinical Placement Administrator

If you have enquiries *regarding your placement*, please contact:

**Ms Helen Smith**  
Clinical Placement Administrator  
Level 1, North Wing, Room N125  
School of Nursing & Midwifery  
**Telephone:** 8201 5535

**OR**

**Ms Jenny Barrett**  
Administrative Assistant  
Level 1, North Wing, Room N125  
School of Nursing & Midwifery  
**Telephone:** (08) 8201 3326

**Ms Petra Galbraith**  
Administrative Assistant  
Level 1, North Wing, Room N125  
School of Nursing & Midwifery  
**Telephone:** (08) 8201 2492
Requirements for students to provide evidence of current practising certificate

Practising certificates

The School offers a number of clinical courses that ordinarily require the student to be registered with the Nurses Board of SA. Where the clinical component of any topic requires you be registered, you must hold a current practising certificate notwithstanding your student status. The same conditions apply to international students.

As there may be some time lapse between your admission to the award and the undertaking of the clinical placement, the School requires you to provide evidence of the current status of your practising certificate.

You are responsible for ensuring your annual practising certificate is current for the duration of your enrolment.

All students who are undertaking a clinical placement as part of the graduate program of study for registered nurses or midwives provided by the School are expected to have current practising certificates as a registered nurse, registered mental health nurse or registered midwife. You will be required to produce evidence of this prior to the placement in addition to the evidence provided on application to the course.

Any student who has had a limitation placed on their practising certificate by the registering authority, the Nurses Board of South Australia under the power delegated to it through the Nurses Act 1999 (SA), must notify the Coordinator (Undergraduate Programs) of this as soon as possible after the placement of such limitation.

Where such limitation or identification of a medical/psychological illness impairs the student for practice, the topic coordinator will withdraw the student from the clinical placement.
Application of guidelines

The School will:

- Ensure that students enrolled in clinical topics which require a current practising certificate provide recent evidence of this prior to commencing the placement.

- Delegate to the topic coordinators with clinical components in their topic the responsibility to ensure the certificate is sighted before the student commences practice.

- Ensure that students are aware of their responsibility to provide the School with such information and to advise the School if they have a reasonable belief that they could have a limitation on their practice.

- Consider each student individually and where a limitation may have been imposed, take reasonable measures to facilitate the student’s placement where possible.

- Withdraw any student from clinical practice who is unable to meet the requirements.

- Where necessary, and pursuant to the Nurses Act 1999 (SA) s43, the Associate Dean (Teaching & Learning) will notify the Nurses Board of South Australia of any RN, RMHN or RM student in the program who has been withdrawn due to medical or psychological illness.
Process to register with the Nurses Board of South Australia

You will be eligible for registration with the Nurses Board of South Australia if you have completed one of these courses:

- Bachelor of Nursing (Pre-registration)
- Bachelor of Nursing (Graduate Entry)
- Bachelor of Nursing (Re-entry)
- Bachelor of Nursing (Registered Nurse entry)
- Bachelor of Nursing (Registered Midwife entry)
- Bachelor of Midwifery (Pre-registration)
- Bachelor of Midwifery (Registered Nurse entry)
- Graduate Diploma in Mental Health Nursing
- Master of Mental Health Nursing

Completion requirements

If you complete your course at the end of semester 1, your final grades and course completion will be formally approved by the School of Nursing & Midwifery’s Examinations Board in mid-July.

If you complete your course at the end of semester 2, your final grades and course completion will be approved by the School of Nursing & Midwifery’s Examinations Board in mid-December.

You will not have your award completed unless you have completed clinical placement requirements, all your grades have been submitted and Exam Board has ratified your results.

The Faculty of Health Sciences Office will provide the NBSA with your details and confirmation that you are eligible to register once all of the above requirements are met.

Please note: the University will not release your details to the NBSA as being eligible to register if you owe any money to the University, for example, library fines, student services fees. Therefore, if you have any outstanding debts, your details will not be forwarded to the Nurses Board.
Registering with the Nurses Board

If you are registering in person at the Nurses Board office, you must make an appointment and take an 'Unofficial Academic Transcript' with you which must state you have completed the course and the date of completion (which can be obtained from your student record in the Student System). NBSA can provide you with information about the registration fees and any other documentation you need to bring with you.

If you plan to leave South Australia before the University’s planned date for forwarding your details to the NBSA (e.g. an international student who wishes to return home), you need to contact the Nurses Board about the process in registering 'in absentia'.

If you are unable to visit the Nurses Board office, registration can be arranged via the internet and post. Details are on the Nurses Board website at: http://www.nursesboard.sa.gov.au.

International students

'Non-native speakers of English applying to the Nurses Board of South Australia for registration or enrolment as a nurse, or registration as a midwife, must demonstrate English language proficiency.' (NBSA website, 2 February 2009)

Please see the Nurses Board of South Australia website, http://www.nursesboard.sa.gov.au/ for more information.

If you will not be in South Australia when first eligible for registration, please contact the NBSA for information about registering.

➢ Nurses Board of South Australia (NBSA)

Location: 17 Phillips Street, Kensington SA 5068
Office hours: Monday–Friday 9.00 am–5.00 pm
Payment hours: Monday–Friday 9.00 am–4.30 pm
Telephone: (08) 8366 5500
Fax: (08) 8366 5599