

PERSONAL LEARNING REQUIREMENTS

HLT54121 Diploma of Nursing

The skills and abilities required to study in this course and work in the industry include:

Communication Skills

- Ability to speak clearly and audibly
- Demonstrate politeness, respect and empathy in all interactions with people
- Listen attentively to what is being said. Understand and respond to verbal communication accurately and with appropriate facial expressions and eye contact.
- Respond to all types of communication in a time efficient, accurate and appropriate manner

Physical Skills

- Ability to undertake Cardiopulmonary Resuscitation (CPR) - please note that CPR must be practised on a manikin located at ground level
- Adequate vision (e.g. observing clients) and to read very small print (e.g. measurements along a syringe, medication container labels, expiry dates)
- Fine motor skills to grasp, push, press, turn, squeeze and manipulate objects to perform tasks to manage patient care (e.g. pump up a blood pressure cuff, administering an injection, applying bandages)
- Gross motor abilities and good mobility (e.g. bending, squatting, kneeling to assist with moving or positioning clients, moving equipment in confined spaces and over defined distances, assisting clients with personal care needs such as showering and dressing)
- Sufficient hearing ability to hear and differentiate sounds that may alert you to a problem (e.g. a client with breathing difficulties, coughs, vomiting; a softly spoken client, background noise, alarms, speech) and detect calls for help or the activation of a call bell for assistance

Cognitive Skills

- Ability to read, write, understand and apply information and documents (e.g. reports, charts, and clinical documentation, workplace instructions, policies and procedures)
- Able to use judgement/basic problem-solving skills e.g. to respond to immediate safety risks
- Awareness to notice changes in people's behaviour, ability and the environment and provide a speedy reaction and response
- Competent and accurate numeracy skills to perform basic mathematical functions without the use of a calculator e.g. for measuring medications, medication calculations, using the 24-hour clock, completing a fluid balance chart. Maths is required for medication calculations includes addition, subtraction, multiplication, division, decimals, fractions, percentages, the metric system, metric conversion, and ratios.
- Critical thinking ability
- Time management skills including prioritising tasks (e.g. perform tasks accurately, in a safe manner and within reasonable timeframes)
- Understand other people's perspectives/opinions and respect their choices

Behavioural & Social Skills

- Able to work under pressure and function effectively in stressful situations
- Attention to detail

- Be receptive and respond appropriately to constructive feedback
- Control your emotions and reactions and withhold personal opinions
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Genuine interest in interacting and working with people
- Tolerate close proximity with individuals (including physical contact and being alone with other students/supervisor/clients as appropriate)
- Willingness to care/work with people regardless of social and cultural backgrounds, or gender, age, culture, sexuality or religion

Technical Skills

- Operational knowledge of computers/smart devices, including capacity to use industry specific tools, software and equipment
- Use information technology to support communication (e.g. computer for reports, email and documents)

Digital Skills

- Able to use useful key words when searching the internet
- Able to format text in a short document
- Able to strengthen a password and updates when prompted
- Begins to use some keyboard shortcuts, e.g. Ctrl C, Ctrl V
- Able to participate in a group message chat e.g. WhatsApp or other
- Able to name, store and locate different files
- Uses reply, reply all and forward email functions appropriately
- Able to create a digital presentation, e.g. PowerPoint®, movie or other
- Interacts with others appropriately using internet based software, e.g. group discussion
- Able to download an eBook

Work Placement Skills

Specific skills in addition to those listed above that will be required during work placement include:

- Able to work under direct supervision
- Accept personal responsibility for accurate completion of work and seek help when required
- Ability to be on your feet for extended periods of times, both walking and standing
- Ability to deal with bodily fluids (e.g. vomit, blood, urine and faeces)
- Ability to separate work and life, including practice self-care
- Ability to transport self to and from work placement
- Capacity to undertake shift work and/or work on weekends. Physical capability to cope with the demands of shift work (e.g. early, late and night shifts over a seven (7) day roster).
- Maintain neat personal appearance, including a high level of personal hygiene

Industry Legislation or Licencing

- Knowledge of and ability to apply current relevant legislation, regulations and codes of practice will be required to work in this industry
- Annual Police Check and Working with Children Check will be required to work in this industry
- Updated vaccinations will be required to work in this industry

- A graduate from a Diploma of Nursing program approved by the Nursing and Midwifery Board of Australia (NMBA) is able to apply for registration with the NMBA as an enrolled nurse. Further information on registration is available at www.nursingmidwiferyboard.gov.au

Before you Enrol

Please review the requirements listed in this document and think about if you might experience challenges in meeting them related to your disability, health condition, learning support assistance or for any other reason. You should discuss your concerns with us before enrolling in your course and can start the conversation by contacting our Customer Service team at:

Phone: 03 5225 0500

Email: courinfo@gordontafe.edu.au

You can also contact any of our support services:

- Disability Support Team: <https://www.thegordon.edu.au/future-students/student-services/disability-support>
- Learning Support Services: <https://www.thegordon.edu.au/quick-links/gordon-students/learning-support>
- Career Counselling: <https://www.thegordon.edu.au/future-students/student-services/career-services>
- Contact the Geelong or Werribee Skills and Jobs Centre here: <https://www.thegordon.edu.au/skills-and-jobs-centre/about-us>

You can view all courses offered at The Gordon here: <https://www.thegordon.edu.au/courses/all-courses>