STUDENT CLINICAL PLACEMENT HANDBOOK

CONNECT: VOCATIONAL TRAINING

DIPLOMA OF NURSING (ENROLLED-DIVISION 2 NURSING)

HLT51612
Table of Contents

Introduction ........................................................................................................................................... 5

Prior to Clinical Placement .................................................................................................................... 5
  Police Record Check .......................................................................................................................... 5
  Disclosable results ............................................................................................................................ 5
  Working with Children ....................................................................................................................... 6
  Immunization requirements .............................................................................................................. 6
  Tuberculosis (TB) Screening ............................................................................................................ 6
  Student Registration ......................................................................................................................... 6
  Preparation for Clinical Placement ................................................................................................ 6

STUDENT CONFIDENTIALITY AGREEMENT / STATEMENT .......................................................... 8

Student checklist - Complete prior to starting clinical placements ................................................. 9

Attendance ........................................................................................................................................... 10
  Jury Duty or Court Attendance by Students .................................................................................... 10
  Well Being ....................................................................................................................................... 10
  Incident Reporting ............................................................................................................................ 10
  Accommodation and transport ......................................................................................................... 10
  Uniform ............................................................................................................................................. 11
  Student Identification ....................................................................................................................... 11

Role of the Clinical Facilitator ........................................................................................................... 11
  Clinical Facilitator Ground Rules ..................................................................................................... 11
  What to do if your facilitator does not arrive .................................................................................. 12

Preceptors ........................................................................................................................................... 12

Codes and guidelines ......................................................................................................................... 12

National Competency Standards for the Enrolled Nurse ................................................................. 12
  Infection Control ............................................................................................................................... 12
  Sharps Injury or Blood /Body Fluid Exposure Policy / Procedure .................................................. 13
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Hygiene</td>
<td>13</td>
</tr>
<tr>
<td>Student Responsibilities for Clinical Placement</td>
<td>13</td>
</tr>
<tr>
<td>Work Commitments</td>
<td>14</td>
</tr>
<tr>
<td>Clinical Placement where you work</td>
<td>14</td>
</tr>
<tr>
<td>Clinical Assessment</td>
<td>14</td>
</tr>
<tr>
<td>Clinical Placement Log book / Reflective Journal</td>
<td>15</td>
</tr>
<tr>
<td>Unsatisfactory clinical performance will be:</td>
<td>15</td>
</tr>
<tr>
<td>Grievance &amp; Appeals Procedure</td>
<td>15</td>
</tr>
<tr>
<td>Competency Assessment</td>
<td>15</td>
</tr>
</tbody>
</table>
Contact Details

Building 39A
University of Wollongong NSW 2522
Locked Bag 8812
Wollongong NSW 2500

Phone:  +6 2 4252 5979
Fax:  +6 2 4221 8131
Email:  chayde@uow.edu.au
Introduction
A minimum number of clinical placement hours is a required component in the Diploma of Nursing course, and provides valuable learning opportunities to integrate theoretical and practical learning.

Clinical placement provides an important opportunity for you as a student, to apply skills and theory in real situations, across a range of clinical settings.

Gaining clinical workplace experience in different health care environments is important for your professional development. It helps you to gain practice and confidence in applying skills, knowledge and attitudes you have learned in the classroom. Placements can also help you decide where you might wish to work after completing your course.

Throughout the Diploma of Nursing course you will undertake a number of clinical experience placements in a variety of settings such as Aged Care, Mental Health, Primary Care, Rehabilitation and Acute Care.

UOW College has arrangements in place with a number of health care providers throughout the region in which the various placements can be arranged. Generally a group of students will be sent to a facility for the clinical placement. During that time you will be supported by a clinical facilitator who is often a staff member of the host healthcare facility. Where this is not possible UOW College will arrange for a clinical facilitator. The role of the clinical facilitator is to supervise and assist students in achieving their clinical learning and assessment objectives associated with the particular placement.

Prior to Clinical Placement
Before you are able to attend a clinical placement, there are some important matters to organise and information to gather. Gathering your documents may take some time, so it is important to start as early as possible, after you decide to enrol in the course.

NSW Health facilities require all student information to be submitted several weeks ahead of the scheduled clinical placement date. If all your evidence is not available prior to starting your placement, the placement will be cancelled.

Police Record Check
All students must provide a Police Record Check, also known as a National Police Certificate, prior to clinical placement. The health care agency will not allow you to attend clinical placement without a current National Police Record Check.

Please contact your local police station for more information on what to do in this regard or obtain information and instructions on how to lodge the form.

These forms must be sealed in an envelope and kept available for presentation to the nominated health service representative where clinical placements are to be undertaken. Failure to do so may result in you being sent home. Students must advise the health service in a timely manner of any change made to their criminal record during their training.

Disclosable results
Any criminal records should be discussed with your UOW College facilitator/Program Manager. Depending on the nature of the offence, you may be advised to discuss the impact that your record will have on your ability to become registered.
You may be asked to meet with a facility representative to discuss the Police Record Check findings. Be aware that the facility has the right to refuse your request to attend clinical placement.

**Working with Children**
It is a NSW Health requirement that students complete and sign a Student Declaration form (working with children check) prior to any clinical placement at any of their health facilities.

**Immunization requirements**
Prior to commencing any clinical placement, all students are required to provide evidence of their current proof of immunity. It is your responsibility to arrange, and have any required vaccinations with your own doctor. The cost of any vaccinations is the individual student’s responsibility, it is not part of the course fee.

UOW College also advises that immunizations and evidence of current status be completed as early as possible after starting the course.

For further information refer to

**Tuberculosis (TB) Screening**
NSW Ministry of Health policy directive also requires that nursing students to undergo TB screening and education if they were born in or have been holidaying in a country with a high incidence of TB, or cumulative time of 3 months or longer in a country with a higher incidence of TB. A list of these countries can be found on the NSW health website. Assessments of students’ TB status is the responsibility of the Area Health and you will be advised of how this will occur by the Program Manager.


**Student Registration**
You must have received confirmation that you are entered onto the student register before starting your first clinical placement. UOW College will advise you of this.

This is a closed confidential register so your name and details are not available to the public. Please refer to the Student Nursing Handbook for further information about this.

**Preparation for Clinical Placement**
1. Revise your course notes and the objectives for the placement
2. Identify what your own individual learning objectives may be and how you might achieve them
3. Speak with your facilitators about anything you are unsure about regarding the placement
4. Ensure you have all necessary documents in order
5. Check who the facility coordinator for the placement is, and that you know what time and where to meet them
6. Do you have the correct starting dates for the placement and a roster for your shifts?
7. Read any material the healthcare facility may have sent you beforehand. This may be helpful in terms of parking, transport arrangements, type of services provided and what to expect.
8. Who else from your student group will be attending the facility- can you carpool?
9. Have all details and contact numbers available for the facility and your UOW College facilitator should there be any concerns on the day.
10. Lastly prepare to enjoy the experience and gain as much as possible from it.

Following is a student checklist for clinical placement - work through the list to ensure you have not forgotten or missed anything. Please refer to your Clinical Placement Logbook for flowcharts to assist you while on clinical placement and for your ongoing reference.

You will also be required to sign the confidentiality agreement.
STUDENT CONFIDENTIALITY AGREEMENT / STATEMENT

I .........................................................., agree to maintain patient and hospital confidentiality, in accordance with the ANMC Competency Standards for the Enrolled Nurse, whilst I am a student of ITC.

I understand that during the course of my clinical placements I am expected to behave in a professional manner, and that patient confidentiality is to be respected at all times.

This means that;

1. it is not appropriate for me to discuss any details of specific cases to which I am exposed during my clinical placements in public places, or with friends and family and on social networking sites (e.g. Facebook). Nor is it appropriate to divulge information about the facility.
2. I will refer requests for information on a patient’s condition to a staff member of the health care facility.
3. It is appropriate to discuss specific cases with my nursing colleagues, clinical facilitator/preceptor, and peers provided that patient and facility details remain private.
4. When I am required to read patient medical records or discuss patient care with healthcare staff, this is done so in a private place where I cannot be seen or overheard by the general public.
5. Any confidential written information (e.g. clinical handover notes) must be securely disposed of prior to leaving the ward or department at the end of each shift.
6. When writing assessment items or case studies I will use fictitious names for patients, clinical staff and / or mentors and for the Health care facility.

I declare that I have read, and will abide by these guidelines/policy to ensure patient and healthcare facility confidentiality.

Signature of Student: .......................................................... Date: ..........................................................
<table>
<thead>
<tr>
<th>Student checklist - Complete prior to starting clinical placements</th>
<th>COMPLETED</th>
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<tbody>
<tr>
<td>Student Responsibilities</td>
<td>Yes</td>
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<tr>
<td>1 Signed Health Declaration</td>
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<tr>
<td>2 Signed Student Placement Agreement</td>
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<tr>
<td>3 Signed Student Confidentiality Agreement</td>
<td></td>
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<tr>
<td>4 Complete &amp; sign “TB Assessment Tool” Form 2 (NSW Health)</td>
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<tr>
<td>5 Complete &amp; sign Student Undertaking / Declaration – Form 3</td>
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<td>6 Sign Code of Conduct</td>
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<tr>
<td>7 Sign Working with Children Check - Student Declaration</td>
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<tr>
<td>8 Completed NSW Health Adult Vaccination Record Card</td>
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<td>9 Serology print outs</td>
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<tr>
<td>10 Criminal Record Check</td>
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<tr>
<td>11 Student has completed First Aid Certificate (including Basic Life Support/CPR) or completed <strong>HLTFA311C</strong></td>
<td></td>
</tr>
<tr>
<td>12 Uniform- Correct size &amp; clean UOW College polo shirt, dark (navy/dark) skirt, culottes, trousers (not shorts or jeans) Shoes must be closed-in non-slip sole shoes - Canvas, running shoes, and open back or slide on shoes are not to be worn (WHS) - (Nurses Fob) watch</td>
<td></td>
</tr>
<tr>
<td>13 Name badge (&amp; / or UOW College student photo ID) to be worn at all times while on placement</td>
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<tr>
<td>14 Pen, watch &amp; any other equipment required for the specific clinical setting in which you will be learning</td>
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<tr>
<td>15 Location &amp; facilitator (contact person) details for placement</td>
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<tr>
<td>16 Student Clinical Placement Logbook</td>
<td></td>
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<tr>
<td>17 Reflective Journal</td>
<td></td>
</tr>
<tr>
<td>18 Unit of Competency Assessment Tool</td>
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<tr>
<td>19 Any handouts, textbooks</td>
<td></td>
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</table>

NSW Health must have sighted all original compliance documentation and entered details, at least two weeks before the start date for the first clinical placement in any NSW Health facility. If any documentation is missing, your placement will be cancelled.

Many facilities’ policies also require that students have original documents available to be sighted on the first day of any placement. You are advised to take originals of mandatory documents with you.

I have completed all the listed requirements prior to commencing my clinical placement experience.

I understand that my clinical placement may be adversely affected if I do not have all tasks completed and documents available before starting my clinical placement.

Signature............................................................ Date...........................................
**Attendance**

It is compulsory at clinical placements to achieve the required number of clinical hours to complete your course. If you are sick or unable to attend on a particular day, you must advise your clinical facilitator and/or the ward where you are working as soon as possible. This should be done prior to the shift start time. You will need to provide a medical certificate if you are absent for more than 2 days. It is strongly recommended however, that you obtain a medical certificate in the event that you take any time off.

Your daily attendance sheet is to be signed at the end of each shift with the hours worked (this time does not include meal breaks). A staff member or your facilitator is to counter sign the attendance record. Please refer to your Clinical Placement Logbook.

**Jury Duty or Court Attendance by Students**

If you are called for jury duty which may affect your clinical placement a letter can be organised requesting that you be released from jury duty due to study reasons. If you have to appear in court and are not eligible to defer you may be eligible for make-up. You must still apply to attend by written notification to the Program Manager.

**Well Being**

Clinical nursing is a demanding physical activity and to meet the high expectations that the UOW College set it is expected you are of good health. If you have a condition that may prevent you from attending nursing duties contact the Program Manager, you may require reasonable adjustment.

**Incident Reporting**

If you suffer an injury or are involved in an incident while on clinical placement, please follow the incident reporting protocols and procedures of the facility/health service.

Please refer to your Clinical Placement Logbook for further details.

**Accommodation and transport**

All arrangements and expenses for accommodation and transport that may be associated with clinical placements are the students’ responsibility. If this causes you considerable hardship, please speak to the Program Manager or your Facilitator.

Information regarding location of facilities and accommodation will be available to students prior to placement.

Whilst on clinical placement you may be required to travel within the facilities or with the health care service providers’ transport, this is OK however you are not permitted to drive as you are not covered by health service insurance or UOW College’s insurance when driving.

Students are also not permitted to transport patients by ambulance or air.
**Uniform**
You are to wear the full UOW College uniform for nursing students while on clinical placement, unless otherwise stipulated. Two UOW College nursing polo shirts are supplied by UOW College. If you do not meet the standards of dress code you may not be allowed to attend clinical placement. Tailored navy / black pants are your own. Jeans are not acceptable. It is expected that each day of placement you wear a clean uniform due to infection control issues.

Protective foot wear is to be worn at all times on clinical placement. No high heel shoes to be worn.

If your facility requires no uniform, smart casual is to be worn. This means blouse or shirt with collar and sleeves. Pants are to be tailored, skirts or dress and protective foot wear. No abdomen, cleavage and shoulders to be visible.

Please refer to your Clinical Placement Logbook for further details on Uniform, Hair, Nails and Jewellery.

**Student Identification**
Clients have the right to refuse any care from students, therefore you must gain client permission before any procedure is attended.

UOW College identification student badge is to be worn at all times on clinical placement at chest height. In the interest of self protection reverse the ID badge. The ID badge is made by placing your UOW College student card into a clear plastic name holder which can be purchased from the University of Wollongong’s book shop.

**Role of the Clinical Facilitator**
Clinical Facilitators are Registered Nurses, who may be employed by UOW College or be a member of staff at the health care facility. Your facilitator will assist you in your learning, and perform assessment of your performance and overall progress.

If you have not already met your clinical facilitator at UOW College, they, or the facility placement coordinator will arrange to meet you and provide an orientation to the workplace on your first day. On your first day, the facilitator will also discuss ground rules of the placement with you.

**Clinical Facilitator Ground Rules**
- Clarify expectations regarding punctuality, hygiene, behaviours and illness
- Emphasize the importance of confidentiality
- Set objectives for each placement explaining the type of experience that they may have at each facility and their role in the team
- Inform students of the assessment schedule and format
- Respectful to all staff, students, facilitators
- Students will introduce themselves and always acknowledge that they are students.

The clinical facilitator will be in contact with you and spend time working with you during your placement.

The facilitator model is often used in aged care, primary care, rehabilitation and acute placements. The level of supervision and support that you can expect from the clinical facilitator includes regular checks on how you are progressing throughout the shift, group debriefing sessions and one-on-one time for specific skill assessments. If you are unhappy with your facilitator, please speak to your Program Manager.
What to do if your facilitator does not arrive
If the Clinical facilitator does not arrive as arranged:

- Try paging them
- Inform the facility’s Nursing administration
- Contact the administration team at UOW College
- Contact your Facilitator at UOW College
- Or contact your Program Manager

Preceptors
Preceptors are staff members who work the same shifts as the student at the ward/departmental level. They plan the orientation to the work area, can help you to settle and be accepted into the ward team, assist with learning experiences, monitor your progress and provide feedback and assessment on performance. Preceptors help you to integrate into the practice setting and feel part of the nursing team. Once again, if you are unhappy with your Preceptor, please speak to your Program Manager.

Codes and guidelines
The Nursing and Midwifery Board of Australia approves codes and guidelines to provide guidance to the profession. They are used to clarify our views and expectations on a range of professional nursing issues. These must be adhered to in order to maintain registration as a nurse.

Students will need to be registered in the national scheme. All students are required to abide by the codes and guidelines of the profession when carrying out their clinical placement activities (ANMC 2002).

- National Competency Standards for the Enrolled Nurse
- Code of Ethics for Nurses
- Code of Professional Conduct for Nurses
- Professional Boundaries for Nurses
- Decision Making Framework for Nurses

National Competency Standards for the Enrolled Nurse
For the national competency standards for the Enrolled nurse and units of competencies for this course, refer to the UOW College Diploma of Nursing Course Outline.

Infection Control
Please read and understand the NSW Ministry of Health Infection Control Policy which can be found on the NSW Ministry of Health website below:


If you are not understanding any part of the policy please consult your facilitator. Precautions will be addressed throughout the course.
A summary of the precautions are as below:

**Sharps Injury or Blood /Body Fluid Exposure Policy / Procedure**

**IMMEDIATE MEASURES**

- Rapidly remove any of the material
- Wash the affected area with soap and water. If water is not available use antiseptic hand cleaner
- Make punctures of the skin bleed, then wash well with soap and water
- If blood gets on the skin and there is no cuts, wash well with soap and water
- If eyes are contaminated rinse well with water
- If blood gets in the mouth spit it out and wash mouth with water several times

**REPORTING PROCEDURE- You are advised to**

- Report the incident to your clinical facilitator
- The clinical facilitator is to investigate the facilities procedure for exposure/injury and convey them to you
- Complete facilities incident forms as appropriate. The student and facilitator may be required to write their own incident statement
- Attend the designated area within the facility such as emergency department or staff health clinic
- In consultation with a doctor, determine if the exposure was low or high risk exposure injury
- Information should be given to you on necessity for pathology, vaccination, medication
- Inform the clinical team of the injury and follow the UOW College WHS reporting process.

Counselling is available for students through UOW College.

**Hand Hygiene**

*NSW Health Hand Hygiene Policy* outlines specific hand hygiene practices that are required to prevent and minimise the risk of clients, visitors and staff acquiring health care associated infections. The policy sets out when staff must perform hand hygiene and the use of alcohol based hand rubs for most instances when attending direct care. In depth information, refer the NSW Ministry of Health website.

**MANDATORY REQUIREMENTS WITHIN THE POLICY**

- All staff in Public health organisations are to attend hand hygiene as set out in the policy
- Alcohol based hand rubs and washing facilities will be made available to all staff, clients and visitors
- Health services will ensure a hand hygiene awareness program is established for all staff
- The program will be maintained and reviewed
- Health services will monitor hand hygiene audits and act on the results, this includes nursing students

**Student Responsibilities for Clinical Placement**

- Read and understand this Clinical Handbook, as well as the Clinical Placement Logbook
- Check your clinical placement allocation regularly, and the day prior to placement commencing
• Complete all relevant documentation and requirements necessary to attend clinical placement
• Ensure you have your student clinical placement logbook, National Police certificate, ID and Vaccination record Card for health Care workers / students with you at all times on clinical placement
• Be familiar with all facility information e.g. location, dress code and any pre reading as required by facility
• Participate in orientation to the facility and ward/unit e.g. fire procedures, emergency numbers and unit layout
• Always take the initiative to introduce self to the clients, unit staff and Nurse Unit Manager
• Inform the staff of Clinical Learning Objectives
• Seek out learning opportunities in consultation with the facility staff or your clinical facilitator.

Work Commitments
Clinical placements are approximately a total of 11 weeks in length and are broken into blocks throughout the 4 Sessions (working Monday to Friday).

For learning, health and safety reasons it is required that you have rest between each shift on clinical placement, therefore it is not acceptable to work at this time. UOW College understands the need for paid employment, however UOW College will give students sufficient notice of clinical placement dates and alternatives for employment should be arranged. Work commitments are not an acceptable excuse for clinical absence. Students must be available for clinical placement including make-up.

Clinical Placement where you work
It is not recommended to attend clinical placement where you work. You must inform your Clinical Facilitator if you have been inadvertently placed where you work.

Clinical Assessment
UOW College is committed to providing a quality learning environment through a range of programs designed to advance students’ learning. To achieve this, UOW College maintains a learning culture based on quality and equity by providing high quality facilitators/trainers, staff, courses, services, facilities and resources, and ensures its assessment policies, rules and procedures are fair for all students.

Assessment is an essential part of the training and assessment process. It promotes learning, measures student progress and improves student performance. Assessment also provides an official record of student learning achievements and this provides access to other courses. This qualification covers the application of nursing skills and knowledge required to be eligible for registration with the Nursing and Midwifery Board of Australia in line with some state/territory nursing and midwifery regulatory authorities. This qualification is suited to Australian Apprenticeship pathways.

The Diploma of Nursing is the minimum qualification requirement for enrolment into the Bachelor of Nursing at the University of Wollongong. A UOW Bridging Program consisting of approximately 3 days will also be required, however scheduling of Session 4 of your UOW College Diploma of Nursing course allows time for this bridging program to take place.

Enrolment in the Diploma of Nursing requires students to undertake learning, practical application and assessment. Please refer to the UOW College Diploma of Nursing Course Outline for further details on assessment requirements.
All students have the opportunity to achieve competency in this course, regardless of their background.

**Clinical Placement Log book / Reflective Journal**
Clinical performance will be assessed at each clinical placement. Clinical assessment of nursing students consists of generated clinical outcomes and their evaluation, objective clinical skills assessment of a set of clinical activities and assessment against the National competency standards documented in your log book.

**Unsatisfactory clinical performance will be:**
Please refer to your Clinical Placement Log Book for further details.

**Grievance & Appeals Procedure**
If you have a grievance regarding any aspect of the clinical placement that you wish to be reviewed, please approach personnel listed below. This should be done in the order given, progressing to the next level if you are unhappy with the resolution:

- The staff member the student is assigned to
- The clinical facilitator
- Program Manager/Educator (Nursing)

The following documents provide information regarding the process and timelines for managing grievances and appeals:
- UOW College Vocational Grievance and Appeals Policy
- UOW College Student Grievance and Appeal Form

**Competency Assessment**
Evidence of your competency can be obtained in many different ways. Sources of evidence may include:
1. observation of your performance
2. audit of documents such as care plans and clinical records to which you have contributed
3. interviewing you to reveal your intentions and attitudes
4. interviewing colleagues and persons you are caring for to collect data regarding outcomes of care
5. testing (for example, drug calculations, written assignments)

All units of competency are assessed against the following nursing competencies:
<table>
<thead>
<tr>
<th>Domain</th>
<th>Nursing Competencies</th>
<th>Skills observed</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional and Ethical Practice</td>
<td>Unit 1: Functions in accordance with legislation, policies and procedures affecting enrolled nursing practice</td>
<td>Communication Initiative and Enterprise</td>
<td>Students are asked to reflect on their practice as an enrolled nursing student in the Mental Health/Aged Care, Primary Care, or Acute Care setting and identify how they have met these competencies. This CPA and Logbook together with sign off from a Registered Nurse in regards to skills observed, forms overall assessment for Clinical Placement.</td>
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<td>Problem Solving Technology</td>
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<td></td>
<td>Unit 2: Conducts nursing practice in a way that can be ethically justified</td>
<td>Teamwork</td>
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<td>Unit 3: Conducts nursing practice in a way that respects the rights of individuals and groups</td>
<td>Communication Planning and Organising</td>
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<td>Unit 4: Accepts accountability and responsibility for own actions within enrolled nursing practice</td>
<td>Teamwork Initiative and Enterprise</td>
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<td>Learning Self Management</td>
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<td></td>
<td>Technology</td>
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<tr>
<td>Critical Thinking and Analysis</td>
<td>Unit 5: Demonstrates critical thinking in the conduct of enrolled nursing practice</td>
<td>Initiative and Enterprise Problem Solving Learning</td>
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<td>Self Management</td>
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<td>Technology</td>
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<tr>
<td>Management of Care</td>
<td>Unit 6: Contributes to the formulation of care plans in collaboration with the registered nurse individuals and groups</td>
<td>Problem Solving Planning and Organising</td>
<td></td>
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<td></td>
<td>Unit 7: Manages nursing care of individuals and groups within the scope of enrolled nursing practice</td>
<td>Self Management</td>
<td></td>
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<tr>
<td>Enabling</td>
<td>Unit 8: Contributes to the promotion of safety, security and personal integrity of individuals and groups within the scope of enrolled nursing practice</td>
<td>Communication Technology</td>
<td></td>
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<tr>
<td></td>
<td>Unit 9: Provides support and care to individuals and groups within the scope of enrolled nursing practice</td>
<td>Communication Teamwork Planning and Organising</td>
<td></td>
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<td></td>
<td>Unit 10: Collaborates with members of the health care team to achieve effective health care outcomes</td>
<td>Teamwork Problem Solving</td>
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