Delivery of Courses

Institute of Health and Nursing Australia

1.   Description and Scope

This procedure describes the processes used for delivering classes required by IHNA. The scope of this procedure covers the requirements of Clause 7.1 planning of product realisation

2.   Responsibility

The Management Representative has the overall responsibility of this procedure. Other responsibilities are outlined within the procedure.

3.   Trigger

This procedure commences when courses has to delivered at IHNA.

4.   Definitions

Clinical placement: Practical learning experience for students in Aged Care homes

Session plan- is a trainer's detailed description of the course of instruction for an individual unit. A daily lesson plan is developed by a trainer to guide class instruction.

Preceptor: Mentor from Aged care who will guide students on completion of clinical placement.

Version: 1

Date: 4 May 2011

The electronic version of this document is the master copy. All printed copies are to be considered uncontrolled and for information only.

Page 2 of 3

5.   Activity Descriptions

5.1   Teacher led class room delivery, E-learning, Clinical Placement

Description of how are we going to meet the requirement(s)	Who is going to do it?	Forms/ Records
1. **Teacher led class room delivery**: Structured session plan is developed for each unit by the trainer. For each unit students are given learner guides, workbook and portfolio. A proposed time table for each course is handed to students, which will list the details of units, trainer, delivery time, date and venue. Once the theory is successfully completed, students will be placed on clinical placement.	Trainers/Course Co-ordinator	Session plan, learner guides, work book , portfolio, Timetable
2. **E-learning**: Students can also do the theory part of the course through the IHNA e-learning platform which also allows students to complete their workbook online and submit for assessments. Verify E-learning Procedure for allocation of E-learning.	Course Co-ordinator/Trainer	Wise-net
3. **Clinical Placement**: On successful completion of theory classes, students are placed on Aged care for Practical experience. Students are allocated to an Aged care based on the availability. The list of available Aged care facility is available in Wise-net. At Aged care facility the students are paired up with a preceptor from the Aged care facility.	Course Co-ordinator/Trainer/Preceptor	Wise-net
4. At the end of clinical placement students submit their Clinical Placement book to the relevant Trainer.	Trainer/Students	Clinical Placement book.

Version: 1

Date: 4 May 2011

The electronic version of this document is the master copy. All printed copies are to be considered uncontrolled and for information only.

Page 3 of 3