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PERTH: THURSDAY, 30th JUNE

[1966

Crown Law Department,
Perth, 21st June, 1966.

THE undermentioned Regulations made under the provisions of the Nurses Registration Act, 1921, and amended from time to time up to and including the 14th February, 1966, are reprinted as so amended pursuant to the Reprinting of Regulations Act, 1954, by authority of the Minister for Justice.

R. C. GREEN,
Under Secretary for Law.

NURSES REGISTRATION ACT, 1921.

REGULATIONS.

Published in the *Government Gazette* on the 6th October, 1959, and incorporating the amendments thereto published in the *Government Gazette* on the 16th October, 1959, 17th July, 1961, 6th February, 1964, 16th June, 1964, 29th October, 1964, and the 4th August, 1965, and the amendments that, pursuant to the provisions of section 8 of the Decimal Currency Act, 1965, are deemed for the purposes of this reprint to be amendments to the regulations; and reprinted pursuant to the Reprinting of Regulations Act, 1954.

Reprinted pursuant to the Reprinting of Regulations Act, 1954, by authority of the Minister for Justice, dated 21st June, 1966.

Schedule.

Regulations.

PART I.—PRELIMINARY.

1. These regulations may be cited as the Nursing Aides Regulations, 1959.

Reg. 2
amended
by G.G.
29/10/64,
p. 3626.

2. For the purpose of these regulations, unless a contrary intention appears—

“approved” means approved in writing by the Board;

“school of nursing” means any public or private institution prescribed as a school of nursing for nursing aides;

“Secretary” means Secretary of the Nurses Registration Board;

“training” means theoretical and practical instruction for the purpose of these regulations.

Reg. 3
amended
by G.G.
6/2/64,
p. 484; G.G.
29/10/64,
p. 3626.

3. These regulations are divided into parts as follows:—

Part I.—Regulations 1 to 3—Preliminary.

Part II.—Regulations 4 to 7—Nursing Aides' Schools of Nursing.

Part III.—Regulations 8 to 11—Qualifications for Students.

Part IV.—Regulation 12—Broken Period of Training.

Part V.—Regulation 13—Cessation of Training.

Part VI.—Regulations 14 to 19—Examination for Enrolment.

Part VII.—Regulations 20 to 22—Enrolment.

Part VIII.—Regulation 23—Change of Address.

Part IX.—Regulations 24 and 25—Annual Re-enrolment.

Part X.—Regulation 26—Revision of Roll.

Part XI.—Regulation 27—Restoration of Name to Roll.

Part XII.—Regulation 28—Appeals from Decisions of the Board.

Part XIII.—Regulation 29—Penalty for Breach of the Regulations.

Part XIV.—Regulation 30—Badge.

Part XV.—Regulation 31—Fees.

Appendix I.—Forms.

Appendix II.—Curriculum.

PART II.—NURSING AIDES' SCHOOLS OF NURSING.

4. (1) An institution may be approved by the Board—

(a) as a complete nursing aides' school of nursing if it is capable of providing a complete course of twelve months, exclusive of sick leave and leave other than ordinary leave; or

(b) as a component school, if it is capable of providing part of such training as a component member of a group of schools providing a complete course.

(2) In approving a component school the Board shall decide the proportion of the period of training a student is required under these regulations to spend in such school and the proportion to be spent in another school or other schools of the group of which the component school forms a part.

(3) An institution approved under this section shall be deemed to be an institution prescribed under the Act at which persons may be trained or instructed or both in accordance with the conditions and tenor of the approval.

Heading
amended
by G.G.
29/10/64,
p. 3626.
Reg. 4
amended
by G.G.
6/2/64,
p. 484,
29/10/64,
p. 3626.

5. Before an institution is approved as a school of nursing it must fulfil the following conditions:—

- (a) The matron must be a registered nurse who, in the opinion of the Board, has had suitable experience to undertake the training of nurses.
- (b) The buildings, equipment, and other facilities available must be adequate for training purposes.
- (c) The daily average number of beds occupied by patients must be at least twenty (20).
- (d) The proportion of registered nurses to students must be considered by the Board sufficient to ensure adequate supervision of the trainees' duties.
- (e) Provision must be made at the institution for students to receive practical experience in the wards under the supervision of the matron or other registered nurses.
- (f) Provision must be made for systematic courses of instruction in theoretical and practical nursing during the period of training by the matron or other registered nurse or other lecturers, in accordance with the curriculum in the Appendix II to these regulations.
- (g) The institution must conduct an examination at the conclusion of and in the subjects prescribed for the course of training, and undertake to furnish to each successful student a certificate that she has passed such examination, but
 - (i) a student must have attended at least two-thirds of the appropriate lectures and demonstrations as required by the Board to be eligible to sit for that examination; and
 - (ii) a student shall not be permitted to sit for an examination for enrolment if she has not been successful in passing the examination conducted at the conclusion of her course of training referred to in this paragraph.
- (h) The institution must undertake to furnish to the Board such information as the Board may at any time, or from time to time require regarding the students and their training.

Reg. 5
amended
by G.G.
6/2/64,
p. 484; G.G.
16/6/64,
p. 2405; G.G.
29/10/64,
p. 3626.

6. The Board may inspect institutions applying for approval and withhold or withdraw approval if in its opinion the necessary conditions of approval have not been fulfilled or maintained.

7. The following is a list of institutions prescribed for the time being at which training of nursing aides may be undertaken:—

District Hospital, Albany.
District Hospital, Busselton.
District Hospital, Katanning.
District Hospital, Merredin.
Mount Henry Women's Home (component school).
Royal Perth Hospital.
District Hospital, Collie.

PART III.—QUALIFICATIONS FOR STUDENTS.

Heading
amended
by G.G.
6/2/64, p. 484.

8. Applicants for admission into a school of nursing must be at least sixteen and a half (16½) years of age.

Reg. 8
amended
by G.G.
29/10/64,
p. 3626.

9. Application must be made to the matron or, in the case of Government institutions, to the Principal Matron.

10. The application must be in the handwriting of the applicant and signed by the applicant and must be accompanied by—

Reg. 10
amended
by G.G.
4/8/65,
p. 2220-1.

- (a) her certificate of birth;
- (b) three personal references;

- (c) a certificate as to physical and mental fitness from a legally qualified medical practitioner, and one from a legally qualified dental practitioner in respect of oral hygiene; and
- (d) a Second Year High School Certificate of the Education Department in respect of not less than five subjects of which one shall be English, or such other qualification as the Board deems to be an equivalent or higher qualification.

Provided that the Board may, in respect of any application for admission made pursuant to this regulation before the 1st day of January, 1966, accept in lieu of the certificate referred to in paragraph (d) of this regulation a certificate showing that the applicant has obtained general education at least equal to a seventh grade certificate of the Education Department.

Reg. 10A
added by
G.G. 6/2/64,
p. 484;
amended
by G.G.
29/10/64,
p. 3626.

10A. Every applicant shall forthwith on admission to a school of nursing supply the information required of her in Form No. 1 in Appendix I to these regulations, and shall hand the Form to the Matron of the school of nursing or, in the case of Government institutions to the Principal Matron, who shall complete the Form and forward it to the Board.

Reg. 11
amended
by G.G.
6/2/64,
p. 483; G.G.
29/10/64,
p. 3626.

11. (1) Each applicant's admission to a school of nursing is subject to two month's probation.

(2) The period of probation served by an applicant who subsequently becomes a student shall be deemed to be part of her period of training.

PART IV.—BROKEN PERIOD OF TRAINING.

Reg. 12
amended
by G.G.
6/2/64,
p. 483-4.

12. (1) Training shall be continuous, but the period in excess of fourteen days in any year of her training (calculated from the date of the commencement thereof) during which a student has broken her training owing to illness or for other reasons satisfactory to the Board, may be made up so that she completes the full period of training in accordance with these regulations.

(2) Where the break in training is for a period exceeding one month, the student shall in addition to making up the time involved, undergo a further one week's training for each month (or part thereof) of the break.

PART V.—CESSATION OF TRAINING.

Reg. 13
amended
by G.G.
6/2/64, p. 483;
G.G.
29/10/64,
p. 3626.

13. Where a student's training has ceased at any one school of nursing, whether of her own accord or through dismissal, the Board may, at its discretion, permit her to complete training in the same or another school of nursing, but she shall undergo one week's extra training for each month (or part of a month) of the break in training.

PART VI.—EXAMINATION FOR ENROLMENT.

Reg. 14
amended
by G.G.
6/2/64,
p. 484.

14. The Board shall hold examinations for enrolment at such times and at such places as the Board may appoint.

Reg. 15
amended
by G.G.
6/2/64,
p. 483-4; G.G.
29/10/64,
p. 3626.

15. The examination shall be based on the curriculum in the Appendix II to these regulations and shall consist of—

- (a) a simple written test; and
- (b) a test of practical efficiency in the wards of the students' own schools of nursing by examiners appointed by the Board.

Reg. 16
amended
by G.G.
6/2/64, p. 483.

16. A student shall not sit for an examination for enrolment until she has completed the prescribed course of training.

Reg. 17
amended
by G.G.
6/2/64, p. 483.

17. A student seeking admission to an examination for enrolment shall make application to the Secretary of the Board on a form to be provided by the Board, not later than one month before the date of the examination.

18. The application shall be accompanied by the appropriate examination fee prescribed in regulation 31 and a statement signed by the matron showing—

Reg. 18
amended
by G.G.
6/2/64, p. 483.

- (a) the date on which training commenced;
- (b) particulars of any period during which, apart from ordinary or holiday leave, the student was absent from duty;
- (c) that the applicant has attended the course of lectures; received the practical instruction; and passed the examination referred to in paragraph (g) of regulation 5 of these regulations.

19. A candidate who fails to pass the examination for enrolment shall, unless exempted therefrom by the Board, sit for the next following similar examination, and if she also fails to pass that next following examination, the Board may require her to undergo additional training for such further time not exceeding twenty-five per centum of the period prescribed for the training of that candidate as the Board approves before she again presents herself, upon payment of the prescribed fee, as a candidate for an examination for enrolment, in which case such examination shall be that next following the completion of further training so approved.

Reg. 19
substituted
by G.G.
6/2/64, p. 484.

PART VII.—ENROLMENT.

20. (1) Subject to subregulation (2) of this regulation a person shall be qualified for enrolment as a nursing aide if—

Reg. 20
substituted
by G.G.
29/10/64,
p. 3626.

- (a) being a student, she has passed the examination for enrolment and has otherwise complied with the requirements of these regulations; or
- (b) not being a student, she—
 - (i) has passed the First Year Professional examination of the Board, or completed an assessment under regulation 51A of the Nurses Registration Regulations, 1960, and has completed not less than twelve months' training, including experience in the nursing of sick children, in a training hospital for nurses; or
 - (ii) has completed not less than twelve months training, including experience in the nursing of sick children, in a training hospital for nurses and has passed the examination for enrolment.

(2) On and after the 1st day of January, 1966, a person who is qualified for enrolment as a nursing aide pursuant to subregulation (1) of this regulation shall not be so enrolled unless and until she has after becoming so qualified undertaken and completed a period of supervised experience for not less than six months at an approved institution and has received and lodged with the Board a report in respect of her service and conduct at that institution that is satisfactory to the Board.

(3) Where a person has complied with and fulfilled all the requirements of this regulation, she shall upon payment of the prescribed fee be enrolled as a nursing aide and be issued with the prescribed nursing aide's badge.

20A. Every nursing aide who applies for enrolment under subsection (6) of section 5 of the Nurses Registration Act, 1921 (as amended) shall—

Reg. 20A
added by
G.G. 6/2/64,
p. 484.

- (a) make application to the Board in writing in the Form No. 2 in Appendix I to these regulations duly completed and signed by her;
- (b) complete, sign and make the statutory declaration endorsed on or attached to that Form;
- (c) complete or cause to be completed and sign a record and report of her training and examination in the Form No. 3 in Appendix I to these regulations; and

(d) lodge with the Board the documents duly completed and signed which by this regulation she is required to complete and sign.

Reg. 20B
added by
G.G. 6/2/64,
p. 484.

20B. Every nursing aide enrolled by the Board shall receive a certificate in the Form No. 4 or in the Form No. 5 in Appendix I to these regulations, as the case may require, and her name shall be enrolled in the register.

21. A copy of a certificate, or a duplicate badge, may be issued upon payment of the appropriate fee prescribed in regulation 31 if it is proved to the satisfaction of the Board that the original certificate or the original badge, as the case may be, has been lost or accidentally destroyed.

22. (1) A person who procures herself to be enrolled by means of any false or fraudulent representation, or by the production of any false certificate or testimonial, commits an offence.

(2) A person who is convicted of an offence under this regulation is liable, in addition to any penalty imposed by the Court convicting her, to have her name removed from the roll.

PART VIII.—CHANGE OF ADDRESS.

23. Where it appears to the Board that an enrolled nursing aide has changed her address and by reason of her failure to notify the Board thereof, any notice or other written communication from the Board addressed and duly posted to her at her last address appearing on the roll has not been received by her within a period of two months from the posting thereof, the Board may cause the name of such nursing aide to be erased from the roll.

PART IX.—ANNUAL RE-ENROLMENT.

24. (1) The fee to be paid for annual renewal of enrolment is 10 cents and is due and payable during the month of January in each year subsequent to the year in which enrolment was first effected.

(2) The Board shall remove from the roll the name of any nursing aide who fails to apply for enrolment in each of two consecutive years.

25. The official receipt of the Secretary of the Board for the fee referred to in regulation 24 shall be regarded as the certificate of renewal of enrolment.

PART X.—REVISION OF ROLL.

26. The Board may authorise the roll to be revised from time to time by removal of the name of any nursing aide—

- (a) on written application by her;
- (b) on satisfactory evidence that she has died or permanently left the State; or
- (c) who has ceased for any reason to be entitled to enrolment.

PART XI.—RESTORATION OF NAME TO ROLL.

27. (1) Upon application in writing by the person, the Board may restore to the roll the name of any person which has been removed under section 10B of the Act.

(2) Where the cancelled certificate has not already been returned to the Board, it must be sent in with the application, or a statutory declaration made of its previous loss or destruction.

PART XII.—APPEALS FROM DECISIONS OF THE BOARD.

28. (1) Appeals from decisions of the Board shall be brought by notice in writing signed by the person aggrieved.

(2) The notice must set out the substance of the decision complained of and the date of the decision, and also fully state the grounds on which the appeal is brought; and an address for service within one mile of the General Post Office, Perth, must be given at which notices and documents relating to the appeal may be delivered or given to the appellant.

(3) The appeal shall be entered by the appellant in the Central Office of the Supreme Court and the notice of appeal shall be filed therewith within a period of three months after the date of the Board's decision.

(4) Notice of that entry shall be given to the Board by the appellant within two days after the entry, and a copy of the notice of appeal shall be delivered therewith.

(5) The appeal shall come on for hearing on such day as the Judge in Chambers appoints, not less than seven days after the entry, and notice thereof shall be sent to the appellant at the appointed address for service, and to the Board.

(6) Either party may, without further or special order, adduce evidence on affidavit to be filed at least two clear days before the hearing.

(7) The appeal may be determined on the material before the Board when giving its decision, which may be ascertained in such manner as the Judge thinks proper, or on fresh evidence either oral or by affidavit or partly in one way and partly in another and the Judge may rehear the testimony of any witness and any party to the appeal may be represented by counsel.

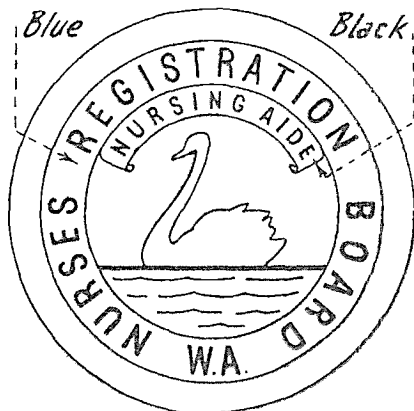
Part XIII.—Penalty for Breach of the Regulations.

29. A person who fails to comply with any provision of these regulations commits an offence, and on conviction in a court of summary jurisdiction, is liable to a penalty not exceeding twenty dollars.

Part XIV.—Badge.

30. An enrolled nursing aide and no one else shall wear a badge called "a nursing aide's badge," in the design shown and described hereunder:—

Reg. 30 corrected in G.G. 16/10/59, p. 2593.



It shall be a circular, metal badge of silver, 1 1/16 in. in diameter containing an inner blue band 1/8 in. in width and being approximately 3/32 in. from the edge of the badge. On the blue band shall be contained, in silver, the words "Nurses Registration Board, W.A."

On the top and within the blue band there shall be a black quadrant approximately 3/32 in. in width and bearing the words, in silver, "Nursing Aide."

The centre of the badge shall be cut out with the exception of a black swan mounted on a sea of silver.

On the back of the badge there shall be a pin fastener.

Part XV.—Fees.

31. The fees payable under these regulations are as follows, that is to say:—

(a) For examination for enrolment, including one supplementary examination	\$ 4.20
(b) For subsequent examination for enrolment, after failing that examination a second time	2.10
(c) For enrolment where fee not paid in accordance with item (a) or (b)	1.25
(d) For restoration of name to roll	0.75
(e) For copy of certificate	0.50
(f) For duplicate badge	0.75

Reg. 31 corrected in G.G. 16/10/59 p. 2593; substituted by G.G. 17/7/61, p. 2208.

APPENDIX I.

App. I
added by
G.G. 6/2/64,
pp. 485-91.
Amended by
G.G.
29/10/64,
p. 3626.

Commenced with.....as.....on...../...../.....
STUDENT NURSE'S ENROLMENT CARD

Form No. 1

Roll No.
Year

PERMANENT ADDRESS OF APPLICANT	TELEPHONE	RELIGION	OTHER NAMES	SURNAME
Name of Next of Kin	Address of Next of Kin	Occupation	Tel.	Certificates
Name of Last School.....		Previous Jobs.....		Birth.....
Any other Relevant Details, Discipline, Sickness (Yearly entry only), etc.....		Born on...../...../.....		at.....
		in.....(State country)		Deed of Poll.....
		Marital Status (Tick that which applies).		Identification.....
		Single <input type="checkbox"/> Married <input type="checkbox"/>		Health.....
		Separated <input type="checkbox"/> Widowed <input type="checkbox"/>		Gen. Education.....
		Divorced <input type="checkbox"/>		Prof. Education.....
		Details of Dependants if any		For Office Use Only.....
				Signature of Checker.....

Photograph to be fixed in this space and to be signed and dated by the Nurse or Student.

HIGHER EDUCATION (if any)													WITHDRAWAL...../...../.....										Reason.....	
Year of Secondary Education	Eng.	Arith.	Geog.	Hist.	Soc. Studies	Health Sc.	Sc.	Physics	Chem.	Biol.	Home Sc.	Econ.	French	German	Italian	Art	Music	Algebra	Geom.	Scrip.			Rating Total	
5th Year																								
4th Year																								
3rd Year																								
2nd Year																								
1st Year																								

N.R.B. Examination results--Group Average in RED--Score in BLACK. Enter result as they occur. FOR OFFICE USE.

.....

.....

NURSING QUALIFICATION				NURSING QUALIFICATION			
Qualifications	Institution	Country	Date	Qualifications	Institution	Country	Date
8. Psychiatry 1st Year.....				1. Nutrition and Invalid Cooking.....			
9. Psychiatry Registration.....				2. First Professional, Part I.....			
10. Infant Health.....				3. " " Part II.....			
11. Tuberculosis.....				4. General Registration.....			
12.				5. Staff Nurse.....			
13.				6. Maternity Nursing.....			
14.				7. Midwifery.....			

Amended by
G.G.
29/10/64,
p. 3626.

Form No. 2.

Nurses' Registration Board (Crest) of Western Australia.

APPLICATION FOR ENROLMENT AS A NURSING AIDE.

This form should be completed and signed before an authorised person and returned to the Secretary, Nurses' Registration Board, 55 Murray Street, Perth, W.A., together with:—

1. The prescribed fees of \$2.00 (Australian) for each division of the register for which you are applying.
2. Evidence of training (School of Nursing Certificate, and statement verified by School of Nursing giving details of training).
3. Certificate of Registration or Enrolments from the Country, State, or Territory under whose jurisdiction training was taken.
4. Birth and Marriage Certificates.
5. Recent photograph, "passport" type, 1½ in. x 1½ in. (23 mm x 23 mm).
6. Medical certificate from a qualified medical practitioner.
7. Such other evidence as the Board may require to be satisfied that the applicant is qualified under the Nurses Registration Act, 1921, as amended.

I,
(In block letters—Surname first and then other names.)

of
(Permanent address.)

and of
(Address for contact in Western Australia.)

hereby apply for enrolment of my name in the register kept by the Nurses' Registration Board in respect of the following division/s:—

.....
(State here General, Children's, Mental, etc., as the case may be.)

In support of this/these application, I submit the following evidence. (List here documents submitted, stating the nature of the documents tendered in such manner as to make them clearly identifiable):—

.....
.....

The following information represents an accurate summary of my general education:—

High School attended.....
 Address
 Period of Attendance from..... to.....
 Diploma and/or Certificate obtained.....
 Issued by.....
 Subjects passed therein.....
 Languages spoken fluently.....

I have been recently examined by a qualified Medical Practitioner, who certifies that I am mentally and physically competent to undertake nursing duties. (Certificate to be attached.)

The undermentioned person will give evidence as to my character:—

.....
(Name, address, occupation and qualifications, being a person in good standing who has known the applicant for not less than three years and is not a relative.)

- (c) My marital status now is.....
(Married, Single, Widow, Divorced.)
- (d) My citizenship is.....
by.....
(Birth or Naturalisation.)
- (e) My name has not been removed from any register or roll of nurses or nursing aides in any country, nor have I been convicted for any felony or crime, nor been found guilty of misconduct in a professional respect.
- (f) The particulars given by me on this attached application for registration are in every respect complete and true.
- (g) And I make this solemn declaration by virtue of section 106 of the Evidence Act, 1906.

.....
(Signature of applicant.)

Declared at..... this.....
day of..... 19..... before me.....
(Signature of witness.)

a.....
(State qualification of witness.)
of.....
(State full address of witness.)

Note.—This declaration must be witnessed by a Member of Parliament, a commissioner for affidavits, a commissioner for declarations, a justice of the peace, the clerk of a municipal council, an electoral registrar, a classified officer of the State or Commonwealth public service, a classified State school teacher, or a member of the police force.

FOR OFFICE USE ONLY.

Certificates Sighted and Checked to Application.		Certificates Returned.	Remarks.
Birth	<input type="checkbox"/>
Marriage	<input type="checkbox"/>
Citizenship/ Passport	<input type="checkbox"/>
Training—			
General	<input type="checkbox"/>
Midwifery	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
Registration—			
General	<input type="checkbox"/>
Midwifery	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
Education	<input type="checkbox"/>
Health	<input type="checkbox"/>

Fees of..... vide R/N.....
paid for.....

Approved by the Board for inclusion of name in the following division/s of the register:—

Division.	Certificate No.	Dated.
.....
.....
.....
.....

Form No. 3.

Nurses' Registration Board (Crest) of Western Australia.
**APPLICANTS FOR ENROLMENT IN THE NURSING AIDE
 DIVISION OF THE REGISTER.**

Amended
 by G.G.
 29/10/64,
 p. 3626.

Record of training of.....
 (Full name, Surname last.)
 born..... at.....
 (Day, month, year.) (Place and Country.)
 who commenced as a Nursing Aide at the.....
 (Name and full postal address of the training institution.)
 on..... and completed/terminated training on
 (Day month, year.)
 (Day, month, year.)

The full period of training required during this period was.....
 months. If reduction was granted because of previous training in
 another area, or allowance by way of transfer from one school
 to another, give details in brief and state whether this was with
 the approval of the registering authority:—

The total number of beds available for nurse training during
 this period was.....

The daily average occupation of beds available for nurse train-
 ing during this period was.....

The number of Tutors (i.e., nurse teachers) on the staff of
 the Hospital during this period was—full time.....

During this period, Nursing Aides in training worked a.....
 hour week over..... days.

..... was examined and passed as
 (Name of applicant.)
 proficient in the following subjects before receiving her certificate
 of training (show theory and practice separately with mark
 received).

The following represents a summary of her training:—

Ward/Dept.	Theory Hours	Bedside Clinic Hours	Practical Experience Days	Ward/Dept.	Theory Hours	Bedside Clinic Hours	Practical Experience Days
Medical (Male)				Dermatology			
Medical (Female)				Infectious Diseases			
Surgery (Male)				Tuberculosis			
Surgery (Female)				Geriatric			
Paediatrics				Domiciliary			
Orthopaedics				Psychiatric			
Casualty				Neuro Surgery			
Operating Theatre				Thoracic Surgery			
Out Patient Dept.				Occupational Therapy			
Gynaecology				Maternity			
Genito-Urinary				Other (give details)			
Nutrition and Dietetics							
Ophthalmology				Totals			
Eye, Ear, Nose, Throat							

Report by head of school of nursing on completion/termination:—

.....
.....
.....

Dated..... (Signature and Position.)

Amended by G.G. 6/2/64, p. 483.

Form No. 4.
Western (Crest) Australia.
NURSES' REGISTRATION BOARD.

.....19.....

This is to Certify that

.....
.....formerly a student of the.....Hospital, has been enrolled by the Board as a NURSING AIDE, after having passed the prescribed examinations.

..... (Chairman.) (Secretary.)
..... (Signature of Nurse.) No.....

Form No. 5.
Western (Crest) Australia.
NURSES' REGISTRATION BOARD.

No. A.....19.....

This is to Certify that

.....
.....has been enrolled by the Board as a NURSING AIDE after recognition of training undertaken outside of Western Australia.

..... (Signature of Nurse.) (Secretary.)

Appendix re-numbered G.G. 6/2/64, p. 491. Amended by G.G. 29/10/64, p. 3626.

APPENDIX II.
CURRICULUM.

Theoretical and Clinical Training.

Simple Applied Lectures in:—

- Hospital Ethics and Etiquette.
- Personal Hygiene and Maintenance of Health.
- The Structure and Functions of the Body.
- Simple Nursing Procedures covering details outlined in separate Schedule.
- Elementary Nutrition and Feeding of Patients.
- Care of Infant and Child.
- First Aid.

Preliminary School of Nursing:—

All students to be admitted to a Preliminary school of nursing for a period of four weeks, with as much practical demonstration as is possible carried out on the ward.

Block Periods:—

Subsequent lectures to be given in block periods, total theoretical instruction being six weeks. Provision also to be made for revision towards the end of the year.

Clinical training must be such that the nursing aide is adequately trained to perform the duties outlined above.

Procedure books must be kept by each student and presented at the final examination.

This training must not take the place of any part of the curriculum of the student general nurse.

Four weeks in Preliminary school of nursing with many practical Demonstrations on the Ward:—

Sweeping, dusting, cleaning, bathroom, pan room, pantry, steriliser, sterilising room.

Carbolising, bed making, giving bed pans and urinals.

Sponging, oral toilets, hair, teeth.

Temperature, pulse, and respiration.

Urine, charts, lotions, medicines.

Counter-irritants.

Bandaging.

Enemata.

Collecting of specimens.

Positions.

Last Offices.

Asepsis.

Simple dressings.

First aid.

Order of teaching and number of weeks to be left to tutor.

Lectures:—

General Nursing.

Elementary Hygiene.

Elementary Anatomy and Physiology.

Invalid Cookery, practical demonstrations (no examinations).

Infectious Nursing, including pulmonary tuberculosis.

Feeding and Bathing Sick Children.

First Aid.

All subjects are to be taught in a simple and essentially practical manner.

Introduction.

Short review of the value of nursing and its place in the community.

The qualities nursing requires in a recruit and advice as to the management of her life as a nurse.

The nurse's responsibility towards individuals and property.

The patient as an individual and the effect of illness on behaviour.

The general plan of a hospital; care of property and equipment.

Body Structure and Functions in Health—Elementary Hygiene—The Laws of Healthy Living—The Maintenance of Health.

An elementary knowledge of:—

The structure of the human body.

The functions of the body, applied to the normal.

Nutrition—Purpose of food; types of food and accessory food factors; preparation and serving of food; principles and methods of simple cookery.

Hygiene—The laws of healthy living as these affect the individual and the community and are applied to the home; the maintenance of health; the importance of promoting good health; the factors which cause deterioration in health and how these may be dealt with by the individual, in the family and in the community.

First Aid.

The principles and practice of first aid in the street, the home and the hospital.

General Nursing—Care of Patients—Routine Nursing Procedures—Handling of Equipment.

Equipment—Handling and care of equipment in common use, including bed accessories and utensils.

Routine Nursing Procedure—Preparation and making of beds and cots; positions used in nursing; admission of patients; immersion baths and fully sponging; care of mouth, skin, hair, nails, hands and feet; the treatment of verminous patients; the giving and removing of sanitary utensils; care of helpless and incontinent patients; prevention of bedsores; taking temperature, pulse and respiration rate; serving meals and feeding helpless patients; preparation of simple food and drinks necessary in illness; care of ambulant patients; transfer and discharge of patients; care of the dying and Last Offices; disposal of patient's property after death; care and custody of medicines; giving medicines; safe custody of poisons, i.e., disinfectants; preparation of lotions in common use; observations and disposal of urine; faeces, sputum and vomit; collection of specimens; simple urine test; giving and receiving reports; writing ward reports; duties of night nurse.

Special Nursing Procedures—Preparation for, and method of carrying out the following: Sponging patient; swabbing and bathing eye, except after eye operations; preparation for examination of throat; compresses, fomentations, poultices, liniments and ointments; preparation for application of plaster of paris; administration of oxygen, and of dry and moist inhalations; preparation for examination of vagina and rectum; giving enemas and rectal wash-outs; giving rectal saline; passing of flatus tube; the use and care of common surgical appliances; surgical cleanliness and surgical nursing care; asepsis and antisepsis; sterilisation of articles in common use; "scrubbing up"; disinfectants in common use; disinfection; preparation for surgical dressings; performing simple dressings; preparation of patients for and care of patients recovering from minor operations; emergencies; procedure in case of accidents in the ward.

The Nursing Duties and Attention Required During Illness—The Main Features of Disease.

Introduction—The characteristics of the body in health; the factors which contribute to or cause ill-health; the importance of the early recognition of the signs and symptoms of disease.

Infection—Cause; predisposing factors; modes of transmission of infection.

Diseases of Social Importance—Information the community should have in regard to tuberculosis, venereal disease and cancer, and the legal position of the nurse.

Immunisation—How immunity is acquired; information parents should have regarding the protection of their children against the diseases for which artificial immunisation is available.

Nursing Care in Disease—The symptoms and signs met with in chronic diseases and disorders which commonly affect the various systems of the body and the nurse's duties as regards nursing care and observations; general care of the comfort of patients; prevention of bedsores; the importance of providing occupation and of getting patients up; special aspects of disease in old age and in the chronically ill.

Nursing Care of Sick Children—The symptoms and signs of minor ailments and the common infections of childhood; routine nursing care and observation; bathing, feeding, clothing and importance of habit training of infants and children.

Characteristics of Disease—Mode of infection; preventive measures; general nursing care of patients with special reference to pulmonary tuberculosis and the common infectious fevers.

NURSING AIDE TRAINING CHART.

Name..... Date commencing.....

Nursing Procedures	Practical Demonstrations	Proficiency and Experience	Sister's Remarks
Sweeping Ward			
Dusting Ward			
Cleaning—			
Bathroom			
Pan room			
Pantry			
Steriliser			
Sterilising room			
Ward cleaning and disinfection of the—			
Locker			
Bed			
Macintosh			
Air cushion			
Sponge rubber			
On discharge, disposal of—			
Pillows			
Mattress			
Blankets			
Linen			
Macintosh goods			
Sponge rubber			
Treatment of infections—			
Mattress			
Pillows			
Blankets			
Macintosh goods			
Sponge rubber articles			
Disinfection of—			
Feeding utensils			
Excreta			
Secretions			
Meals—			
Serving			
Feeding helpless patients and infants			
Giving fluids			
Care of bottles and teats			
Giving, cleaning, sterilisation of—			
Bed pans			
Urinals			
Sputum mugs			
Bed making—			
Cot and bassinet			
Stripping bed			
Simple bed			
Admission bed			
Fracture bed			
Operation bed			
Blanket bed			
Amputation bed			
Changing occupied bed			
Bed for congestive cardiac failure			

Nursing Aide Training Chart—*continued.*

Nursing Procedures	Practical Demonstrations	Proficiency and Experience	Sister's Remarks
Saving specimens of— Vomitus Sputum Faeces			
Urine— Saving ward specimen Saving clean specimen Saving 24-hour specimen Simple tests			
Inhalations— Steam Oxygen and carbogen			
Application of— Cold compress Starch poultice Evaporating lotion			
Preparation for physical examination			
Swabbing and bathing eyes, except following eye operations			
Last offices			
Positions— Full Fowler's Left lateral Prone Sim's Dorsal Genu-pectoral Lithotomy Recumbent Semi-recumbent			
Asepsis— Simple ward dressings			
Preparation for sterilisation of— Dressings Linen			
Cleaning or sterilisation of— Enamel ware Ward instruments Rubber gloves Rubber tubing Syringes Needles... Glassware			
First aid treatment for— Convulsive attack Epistaxis Rigor Syncope Shock Collapse			

Nursing Aide Training Chart—*continued.*

Nursing Procedures	Practical Demonstrations	Proficiency and Experience	Sister's Remarks
Admission of patient— Care of clothes and effects			
Sponging a patient—care of— Hair Nails Teeth and mouth Pressure sores			
Head— Treatment of verminous head Washing hair in bed			
Use and care of hot water bags Thermometers—care and disinfection Taking temperature— (a) Axilla (b) Oral (c) Groin (d) Rectal Taking pulse and respirations Importance of variations			
Charts— Fluid charts Food charts Urine charts			
Lotions in common use— Breaking down and measuring ; uses			
Simple report writing			
Bandaging			
Medicines— Administration of simple mixtures Signs of overdosage and intolerance			
Counter-Irritants— Plastine Mustard paste Medical foment Turpentine stupe Application of lotions			
Preparation of and giving— Enemata Soap and water Milk and treacle Olive oil Saline Bowel washout Passage of rectal tube			