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[1973.

NURSES ACT, 1968-1970

NURSES REGULATIONS
1973

NURSES ACT, 1968-1970

Public Health Department,
Perth, 28th September, 1973.

P.H.D. 18/73; Ex. Co. 2865.

HIS Excellency the Lieutenant Governor and Administrator in Executive Council, acting pursuant to the provisions of the Nurses Act, 1968-1970, and upon the recommendation of the Nurses Board of Western Australia, has been pleased to make the regulations set out in the Schedule hereunder.

W. S. DAVIDSON,
Commissioner of Public Health.

SCHEDULE

NURSES REGULATIONS, 1973.

PART I.—PRELIMINARY.

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| Citation and Commencement. | 1. These regulations may be cited as the Nurses Regulations, 1973 and shall come into operation on the First day of January, 1974. |
| Application. | 2. These regulations are in addition to and not in derogation of the Midwives Regulations, 1959 made under the provisions of the Health Act, 1911, as reprinted and published in the <i>Government Gazette</i> of the 6th May, 1968. |
| Revocation. | 3. (1) The Nurses Regulations published in the <i>Government Gazette</i> on 29th December, 1969, as amended by subsequent notices published in the <i>Government Gazette</i> on 13th January, 1971, and 25th January, 1972, are hereby revoked.
(2) The Midwifery Nurses Regulations published in the <i>Government Gazette</i> on 29th December, 1969, are hereby revoked.
(3) The Nursing Aides Regulations published in the <i>Government Gazette</i> on 29th December, 1969, are hereby revoked.
(4) The Nurses Board of Western Australia (Members Fees) Regulations, 1969, published in the <i>Government Gazette</i> on 29th December, 1969, are hereby revoked. |
| Arrangement. | 4. These regulations are arranged as follows:—
PART I.—PRELIMINARY, regs. 1-5. |

PART II.—REGULATIONS OF GENERAL APPLICATION TO SCHOOLS OF NURSING, regs. 6-10.

PART III.—THE VARIOUS SCHOOLS, regs. 11-18—

- General Nursing—reg. 11.
- Midwifery—reg. 12.
- Mental Health—reg. 13.
- Mothercraft—reg. 14.
- Dental—reg. 15.
- Child Health—reg. 16.
- Nursing Aides—reg. 17.
- Mental Health Nursing Aides—reg. 18.

PART IV.—ENROLMENT, EDUCATIONAL PROGRAMME, EXAMINATION AND REGISTRATION, regs. 19-44—

Division I.—Enrolment:

- Application for admission—reg. 19.
- Enrolment—reg. 20.
- Qualifications in education—reg. 21.
- Qualifications in another division—reg. 22.

3

Division II.—Educational Programme:

- Broken education—reg. 23.
- Leave—reg. 24.
- Cessation or transfer—reg. 25.
- Persons from outside the State—reg. 26.

Division III.—Examination:

- Examinations—reg. 27.
- First Professional Examination—reg. 28.
- Alternative assessment—reg. 29.
- Deferred examinations—reg. 30.
- Application of examination—reg. 31.
- Eligibility—reg. 32.
- Failure—reg. 33.
- Communications—reg. 34.

Division IV.—Registration:

- Application for registration—reg. 35.
- Institutions affording supervised experience—reg. 36.
- Training outside the State—reg. 37.
- Certificate—reg. 38.
- Badge—reg. 39.
- Duplicates—reg. 40.
- Honours—reg. 41.
- Post basic courses—reg. 42.
- Renewal—reg. 43.
- Restoration to register—reg. 44.
- Requirement for refresher—reg. 45.

PART V.—APPEALS FROM DECISIONS OF THE BOARD, reg. 46.

PART VI.—PENALTIES, FEES AND REMUNERATION, regs. 47-49.

APPENDIX 1.—FORMS—

Form No.	Title.
1.	Application for Approval as a School of Nursing.
2.	Certificate of Approval as a School of Nursing.
3.	Notice of Revocation of Approval as a School of Nursing.
4.	Application for Registration as a Nurse.
5.	Application for Registration as a Nursing Aide.
6.	Certificate of Registration—Local Graduate-Nurse.
7.	Certificate of Registration—Local Graduate-Nursing Aide.
8.	Certificate of Registration—Nurses and Nursing Aides educated outside W.A.
9.	First Professional Assessment—General.
9a.	First Professional Assessment—Mental Health.
10.	Application for Restoration of Name to Register.
11.	Application for Renewal of Registration.
12.	Annual Certificate of Registration (Practising Certificate).
13.	Application for Admission to Examination.

Appendices 2-9—

	Appendix No.; Syllabus.
2.	General Nurses.
3.	Midwifery Nurses.
4.	Mental Health Nurses.
5.	Mothercraft Nurses.
6.	Dental Nurses.
7.	Child Health Nurses.
8.	Nursing Aides.
9.	Mental Health Nursing Aides.

Inter-
pretation.

5. (1) In these regulations,—

“approved” means approved in writing by the Board;

“Board” means the Nurses Board of Western Australia established under the Act;

“controlling authority” means—

(a) in the case of a public hospital, the Board of Management of the hospital, or where there is no such Board of Management, the Minister;

(b) in the case of a private hospital, the person or persons responsible for the control of the hospital;

(c) in the case of an educational institution, the person or persons responsible for the control of the institution;

“education” includes theoretical and practical instruction in nursing for the purposes of obtaining the qualifications referred to in these regulations;

“First Professional Examination” means the examination taken at the end of the first year of the course in the subjects for that year;

“matron” means the matron or director of nursing in charge of a hospital or institution at which persons are educated as nurses;

“Registrar” means the person appointed to be the Registrar for the purposes of the Act;

“Secretary” means the secretary for the time being of the Board;

“school of nursing” means a hospital or an institution or a group of hospitals or institutions, approved by the Board as a school for the education of student nurses;

“student midwife” means a person who has been accepted by the controlling authority to be educated to qualify as a midwifery nurse;

“syllabus” means a list of the contents of the course;

“the Act” means the Nurses Act, 1968.

(2) In these regulations words importing the female gender include the male.

PART II.—REGULATIONS OF GENERAL APPLICATION TO SCHOOLS OF NURSING.

Schools may
be approved.

6. (1) The controlling authority of a hospital or of an institution may apply to the Board in the Form No. 1 in Appendix 1 to these regulations to have the hospital or institution approved and classified as a school of nursing and on making such application shall undertake to furnish the Board such information as it may, at any time or from time to time, require regarding the students and the education being given.

(2) The approval if granted shall be in writing signed by the Chairman of the Board and shall be in Form No. 2 in Appendix 1 to these regulations.

(3) An approval granted under this regulation shall remain in force until revoked by the Board by notice in writing signed by the Chairman of the Board in Form No. 3 in Appendix 1 to these regulations.

(4) An approval granted under this regulation may be revoked by the Board at any time.

Inspection.

7. The Board has the right to inspect hospitals or institutions applying to be approved and to withhold or withdraw approval if in its opinion the necessary conditions have not been fulfilled or maintained.

Listing.

8. A list of hospitals or institutions approved as schools of nursing shall be maintained by the Board and such list may be amended whenever the Board shall so direct.

General
require-
ments.

9. A hospital or group of hospitals may be approved as a school of nursing if it fulfils and continues to fulfil the following conditions:—

(a) the matron is a registered general nurse who, in the opinion of the Board, has suitable qualifications and experience to undertake the education of nurses in the subjects prescribed in relation to that school;

- (b) the buildings, equipment and other facilities available, including a school of nursing, are adequate, in the opinion of the Board, for educational purposes;
- (c) the proportion of qualified staff to students constitutes a sufficient teaching staff to ensure adequate supervision of the students' duties;
- (d) the hospital conducts an examination at the end of each course of instruction in the subject or subjects prescribed, and at the conclusion of the final examination furnishes to each successful student a certificate that she has attended the prescribed course of lectures, has had the necessary practical nursing experience, has passed her hospital examinations, and has completed her educational period;
- (e) the hospital maintains records of the theory and practical experience received, the result of all examinations undertaken by each student during her course, and supplied to each student a copy of the record applying to herself on completion of her education or at any time she discontinues; and
- (f) it otherwise complies with the requirements of these regulations.

10. (1) The syllabuses of the various courses are set out in Appendices 2 to 9 to these regulations. Syllabuses.

(2) For the purposes of giving effect to the syllabuses set out in the Appendices to these regulations, the Board may from time to time issue supplementary written instructions for use in schools of nursing and any instructions so issued shall be deemed to be part of the course to which they relate.

PART III.—THE VARIOUS SCHOOLS.

11. (1) The provisions of this regulation apply to schools of nursing for general nurses and are in addition to the general requirements set out in regulation 9 of these regulations. General.

(2) In the total clinical field of the school, the average daily availability of patients should not be less than two hundred and fifty.

(3) Provision shall be made for the systematic instruction in theoretical and practical nursing during the period of education by qualified nurse educators and other resource personnel approved by the Board, in accordance with the syllabus prescribed in Appendix 2 to these regulations.

(4) The period of education, exclusive of sick leave and leave other than ordinary leave, shall not be less than—

- (a) in the case of a student indexed by the Board other than a nurse registered as a mental health nurse, a tuberculosis nurse, or a children's nurse, three years in a general school of nursing other than a children's hospital registered as a general school of nursing;
- (b) in the case of a student registered by the Board as a mental health nurse or as a tuberculosis nurse, two years in a general school of nursing;
- (c) in the case of a student registered by the Board as a children's nurse, six months in a general school of nursing;
- (d) in the case of a student being educated in a children's hospital recognised as a general school of nursing, three and one-half years of which not less than six months must be in an adult hospital.

(5) An applicant for admission as a student shall be not less than seventeen years of age.

12. (1) The provisions of this regulation apply to schools of nursing for midwifery nurses and are in addition to the general requirements set out in regulation 9 of these regulations. Midwifery nurses.

(2) The matron shall be a registered midwifery nurse.

(3) An average of not less than five hundred confinements shall have taken place, or be expected to take place, each year.

(4) Facilities shall be available, to the satisfaction of the Board, for teaching by specialist obstetricians.

(5) Provision shall be made for the systematic instruction in theoretical and practical nursing during the period of education by qualified nurse educators and other resource personnel approved by the Board, in accordance with the syllabus prescribed in Appendix 3 to these regulations; and for the instruction of student midwives in obstetric anaesthesia in accordance with the syllabus.

(6) The period of education, exclusive of sick leave and leave other than ordinary leave, shall not be less than—

(a) in the case of a student indexed by the Board, other than a nurse registered as a general nurse, two years in a midwifery school of nursing; or

(b) in the case of a student registered by the Board as a general nurse, one year in a midwifery school of nursing.

(7) An applicant for admission as a student shall be not less than twenty-one years of age, but this requirement does not apply to an applicant who is a registered general nurse.

**Mental
Health
nurses.**

13. (1) The provisions of this regulation apply to schools of nursing for mental health nurses and are in addition to the general requirements set out in regulation 9 of these regulations.

(2) The matron shall be a registered mental health nurse.

(3) In the total clinical field of the school the average daily availability of patients should not be less than two hundred and fifty.

(4) The school shall have, and be able to provide clinical experience for such periods as are approved by the Board, in—

(a) a long stay unit;

(b) a short stay unit;

(c) a psychiatric day hospital unit (or general hospital short stay psychiatric unit).

(5) Provision shall be made for the systematic instruction in theoretical and practical nursing during the period of education by qualified nurse educators and other resource personnel approved by the Board, in accordance with the syllabus prescribed in Appendix 4 to these regulations.

(6) The period of education, exclusive of sick leave, and leave other than ordinary leave, shall not be less than—

(a) in the case of a student indexed by the Board, other than a registered general nurse, three years in a mental health school of nursing;

(b) in the case of a student registered by the Board as a general nurse, eighteen months in a mental health school of nursing.

(7) An applicant for admission as a student shall be at least seventeen years of age.

**Mother-
craft
nurses.**

14. (1) The provisions of this regulation apply to schools of nursing for mothercraft nurses and are in addition to the general requirements set out in regulation 9 of these regulations.

(2) The matron shall be a registered nurse in the midwifery and child health divisions.

(3) Provision shall be made for—

(a) residential accommodation for students;

(b) accommodation for not less than four nursing mothers;

(c) a sitting and dining room for mothers;

(d) at least four cots for artificially fed babies;

(e) facilities for examination of mothers and babies, breast care, test feedings, and weighing and measuring babies;

(f) bathing and dressing facilities;

- (g) a properly equipped food dispensary;
- (h) lecture and demonstration room;
- (i) isolation room;
- (j) sun verandahs;
- (k) facilities for practical instruction of students in keeping of records;
- (l) facilities equivalent to those existing at a recognised pre-school centre for observation of pre-school children in relation to their general development.

(4) Provision shall be made for the systematic instruction in theoretical and practical nursing during the period of education by qualified nurse educators and other resource personnel approved by the Board, in accordance with the syllabus prescribed in Appendix 5 of these regulations.

(5) The period of education, exclusive of sick leave and leave other than ordinary leave, shall not be less than fifteen months.

(6) An applicant for admission into a school of nursing for mothercraft nurses shall be at least sixteen and one-half years of age.

15. (1) The provisions of this regulation apply to schools of nursing for dental nurses and are in addition to the general requirements set out in regulation 9 of these regulations. Dental nurses.

(2) The matron shall be a registered dental nurse.

(3) The school shall be constituted under the Hospitals Act, 1927, as a hospital and the average daily availability of dental patients shall be not less than one hundred.

(4) Provision shall be made for the systematic instruction in theoretical and practical nursing during the period of education by qualified nurse educators and other resource personnel approved by the Board, in accordance with the syllabus prescribed in Appendix 6 to these regulations.

(5) The period of education, exclusive of sick leave and leave other than ordinary leave, shall not be less than two years or in the case of a registered general nurse, not less than one year.

(6) An applicant for admission as a student shall be at least sixteen years of age.

16. (1) The provisions of this regulation apply to schools of nursing for child health nurses and are in addition to the general requirements set out in regulation 9 of these regulations. Child Health nurses.

(2) The matron shall be a registered nurse in the midwifery and child health divisions.

(3) Provision shall be made for—

- (a) limited residential accommodation for students;
- (b) accommodation for not less than six mothers and their babies;
- (c) a sitting and dining room for mothers;
- (d) at least four cots for artificially fed babies;
- (e) facilities for examination of mothers and babies, breast care, test feedings, and weighing and measuring babies;
- (f) bathing and dressing facilities;
- (g) a properly equipped food dispensary;
- (h) a lecture and demonstration room;
- (i) an isolation room;
- (j) sun verandahs;
- (k) facilities for practical instruction in office work and keeping of records.

8

(4) Provision shall be made for—

- (a) students to receive systematic instruction in theoretical and practical nursing during the period of education by qualified nurse educators and other resource personnel approved by the Board, in accordance with the syllabus prescribed in Appendix 7 to these regulations;
- (b) a hospital examination at the end of seventeen weeks; and
- (c) the issue of certificates to successful students on completion of the prescribed courses to the satisfaction of the matron and the Director of Child Health Services.

(5) (a) The period of education, exclusive of sick leave and leave other than ordinary leave, for a person who is a registered general and midwifery nurse shall be a period of twenty-six weeks, including nine weeks at approved child health centres.

(b) A child health centre shall not be approved unless the buildings, equipment, appliances and daily average attendance are acceptable to the Board and the nurse in charge is a registered general, midwifery, and child health nurse who has had adequate experience to enable her to undertake the education of child health nurses.

Nursing
aides.

17. (1) The provisions of this regulation apply to schools of nursing for nursing aides and are in addition to the general requirements set out in regulation 9 of these regulations.

(2) In the total clinical field of the school the average availability of patients should not be less than fifty.

(3) Provision shall be made for the systematic instruction in theoretical and practical nursing during the period of education by qualified nurse educators or other resource personnel approved by the Board, or both, in accordance with the syllabus prescribed in Appendix 8 to these regulations.

(4) Exclusive of sick leave and leave other than ordinary leave, the period of education shall not be less than twelve months.

(5) An applicant for admission as a student shall be at least sixteen and one-half years of age.

Mental
Health
nursing
aides.

18. (1) The provisions of this regulation apply to schools of nursing for mental health nursing aides and are in addition to the general requirements set out in regulation 9 of these regulations.

(2) The matron shall be a registered mental health nurse.

(3) In the total clinical field of the school, the average daily availability of patients should be not less than two hundred and fifty and the school shall be able to provide clinical experience in a long stay unit and a short stay unit.

(4) Provision shall be made for the systematic instruction in theoretical and practical nursing during the period of education by qualified nurse educators or other resource personnel approved by the Board, or both, in accordance with the syllabus prescribed in Appendix 9 to these regulations.

(5) Exclusive of sick leave other than ordinary leave, the period of education shall not be less than twelve months.

(6) An applicant for admission as a student shall be at least sixteen and one-half years of age.

PART IV.—ENROLMENT, EDUCATIONAL PROGRAMME, EXAMINATION and REGISTRATION.

Division I.—Enrolment.

Application
for
admission
as a
student.

19. An application for admission as a student into a school of nursing shall be made in the handwriting of the applicant and signed by her, and the application shall be made to the matron and shall be accompanied by—

- (a) her certificate or extract of birth;
- (b) two personal references;

- (c) a certificate as to physical and mental fitness from a legally qualified medical practitioner and from a legally qualified dental practitioner in respect of oral hygiene; and
- (d) evidence satisfactory to the Board of the attainment of the prescribed educational qualification, or such other qualification as the Board deems to be an equivalent or higher qualification.

20. Every student nurse shall forthwith on admission to a school of nursing supply the information required of her in the Student Nurses Index Enrolment Form and shall hand the form to the matron of the school of nursing who shall complete the form and forward it to the Board.

Nurses
Student
Index
Enrolment
Form.

21. The prescribed educational qualifications are—

Educational
quali-
fications.

- (a) in respect of an applicant for the general hospital based diploma course—
 - (i) English (Language or Literature): Fourth Year Level;
 - (ii) Mathematics: Not below Elementary Mathematics at Third Year level; (but it is strongly recommended that a Mathematics subject shall be continued until completion of Fourth Year);
 - (iii) Social Science: Fourth Year level in a Social Science subject such as History, Geography or Economics;
 - (iv) Science: Fourth Year level in a Science subject such as Biology, Human Biology, Physics or Chemistry;
 - (v) Elective Subjects: One other subject at Fourth Year level;
- (b) in respect of an applicant for the midwifery, mental health or dental course—

Completion of three years of the Achievement Certificate of the Board of Secondary Education with **credit** passes in two of the following: English (Intermediate), Science (Intermediate), Social Studies (Intermediate) and a pass in the other area at Intermediate level;

A pass in Mathematics at the Elementary level is also required but a pass at ordinary level or better **may compensate** for a lower grade in another core subject.

Whilst no elective subjects are specified, students are expected to show a breadth of education in the elective area;

- (c) in respect of an applicant for the mothercraft, nursing aide or mental health nursing aide course—

Completion of two years of the Achievement Certificate of the Board of Secondary Education with **credit** passes in two of the following: English (Intermediate), Science (Intermediate), Social Studies (Intermediate) and a pass in the other area at Intermediate level.

A pass in Mathematics at the Elementary level is also required but a pass at ordinary level or better **may compensate** for a lower grade in another core subject.

Whilst no elective subjects are specified, students are expected to show a breadth of education in the elective area.

22. Nurses qualified for registration in one division of the register and who by virtue of this are entitled to a reduced education period for another division of the register, are not required to meet the general educational requirements as stipulated.

Nurses
qualified
in another
division.

Division II.—Educational Programme.

23. (1) Education shall be continuous and any period in excess of ten working days in any year of her education (calculated from the date of commencement of the course) during which a student has broken her education owing to illness or for other reasons satisfactory to the

Broken
period of
education.

10

Board, shall be made up so that she completes the full period of nursing education required by these regulations.

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

Leave.

24. (1) The maximum amount of continuous sick leave or other leave which a student may be granted without reference to the Board is six calendar months.

(2) Every application for more than six calendar months' continuous sick leave or other leave in any one year of the course shall be referred to the Board, for its approval or otherwise.

Cessation
or transfer
of training.

25. Where a student nurse has ceased her education at any one school of nursing, for a reason satisfactory to the Board, the Board may permit her to complete her education in the same or another school of nursing, but in that event the period of education required by these regulations shall be increased by one week's extra training for each calendar month (or part thereof) of the break in education.

Persons
coming from
outside the
State.

26. In the case of a person coming from outside the State, and presenting satisfactory evidence of previous nursing education the Board may allow her to complete education at a school of nursing in this State, under such conditions as it may determine.

Division III.—Examination.

Examina-
tions.

27. (1) The Board shall hold examinations for students at such times and at such places as the Board determines.

(2) The examination and assessment of students shall be by way of a written, practical or oral examination; or by any combination of these, as the Board determines.

(3) Where the examiners, having considered the marks obtained by the student in a written paper, determine that an oral examination is necessary for the purposes of deciding whether that student has failed, passed or passed with credit in any examination conducted by the Board, the Board may require a student to attend before an examiner for an oral examination.

(4) (a) Where the examiners have a reasonable doubt as to the ability of any candidate to practise nursing without endangering her patients, the Chairman of the Board may require the candidate to attend a special oral examination, at a time and place specified.

(b) The Board may disqualify any candidate who fails to attend a special oral examination in terms of the Chairman's requirement.

First Pro-
fessional
Examina-
tion.

28. For students undergoing a whole period of education as general, mental health or midwifery nurses as required by these regulations the Board shall hold a First Professional Examination at the end of the first year of the course in the subjects for that year.

Alternative
method of
assessment.

29. (1) Notwithstanding the provisions of regulation 28 of these regulations, the Board may exempt a student from the First Professional Examination in any case where—

(a) an alternative method of assessment satisfactory to and approved by the Board is undertaken by the school of nursing and is conducted between the ninth and fifteenth months of the course of that student; and

(b) all requirements of the Board in relation to the conducting and subsequent appraisals of the hospital assessment are complied with,

but the Board may at any time, upon giving such notice as is reasonably practicable, vary, amend or cancel any approval given under this regulation in respect of any school of nursing.

(2) A candidate who in the opinion of the Board successfully completes an assessment under this regulation may be issued with a certificate.

30. (1) Where a candidate fails to satisfy the examiners at a Board or school of nursing examination, such candidate may be permitted to sit for one, but not more than one, deferred examination in the subject or subjects in which she failed.

Deferred
examina-
tions.

(2) A student who fails to comply with subregulation (1) of this regulation shall discontinue that course, but the Board may permit her to commence another approved course of nursing education.

(3) Notwithstanding anything contained in subregulation (1) of this regulation, where a student fails to pass the First Professional Examination or other Board or school of nursing examination for a second time, the Board may, having regard to the nature of the case, permit her to continue her education and to sit for one further deferred examination.

31. Candidates for examinations held under the jurisdiction of the Board shall make application to the Registrar or the Secretary in the form prescribed and shall pay the prescribed fee not later than one month before the date set for the examination.

Application
for
examina-
tion.

32. (1) In order to be eligible to sit for any Board or school of nursing examination, a student shall attend at least two-thirds of the lectures and demonstrations prescribed.

Eligibility
for
examina-
tion.

(2) A student shall not be eligible to sit for examination for registration until she has completed her nursing education and essential clinical experience and passed all stipulated Board and school of nursing examinations.

(3) Notwithstanding the provisions of subregulation (2) of this regulation where the end of the student's course falls between two examinations she may sit for the examination to be held on the date nearer to her finishing date, but she shall nevertheless complete her term of education.

(4) Where a person who is a candidate for an examination for registration produces a certificate of nursing education from an institution outside the State and approved by the Board, and satisfies the Board concerning the reasons and circumstances of her application, the Board may permit the candidate to sit for the examination for registration if the Board is satisfied that her previous nursing education is equal in all respects to that required in this State.

33. (1) A candidate who fails to pass the examination for registration 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 education for such time not exceeding twenty-five per centum of the period prescribed for the education 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 registration, in which case such examination shall be that next following the completion of further education so approved.

Examina-
tion
failure.

(2) A school of nursing may make application within fourteen days of the release of results, to the Board for, and on payment of the prescribed fee, obtain on behalf of a candidate from the school who has failed an examination, a comprehensive report from the appropriate examiner of the written examination paper submitted by such candidate at an examination.

(3) Any examiner who submits a report to the Board under subregulation (2) of this regulation shall be paid by the Board such fee as the Board determines.

34. Any communication which schools of nursing or candidates may desire to make on the subject of the examinations, shall be made to the Board and not to the examiners, and should any such communication be addressed to the examiners it shall not be dealt with by them but shall be referred to the Board.

Communi-
cations on
examina-
tions.

Division IV.—Registration.

35. (1) Every nurse, nursing aide and mental health nursing aide who applies for registration under the provisions of section 20 of the Act shall—

Application
for regis-
tration.

- (a) make application to the Board in writing on the prescribed form, duly completed and signed by her;

12

- (b) complete, sign and make the statutory declaration endorsed on or attached to that form; and
 - (c) lodge with the Board the documents, duly completed and signed, which by this regulation she is required to complete and sign.
- (2) In the case of a nursing aide, subject to subregulation (4) of this regulation, an applicant shall not be qualified for registration unless—
- (a) being a student, she has passed the examination for registration, and has otherwise complied with the requirements of these regulations; or
 - (b) not being a student, she has—
 - (i) passed the General First Year Professional Examination of the Board, or completed an assessment under regulation 29 of these regulations, and has completed not less than twelve months' education in a general school of nursing;
 - (ii) completed not less than twelve months' education in a general school of nursing and has passed the examination for registration;
 - (iii) completed twelve months' education in mental health nursing and has passed the First Year Examination thereof and has subsequently undertaken a further six months' education within a general or nursing aide school of nursing and successfully passed the Board's General Nursing Aide Registration Examination.
- (3) In the case of a mental health nursing aide, subject to subregulation (4) of this regulation, an applicant shall not be qualified for registration unless—
- (a) being a student, she has passed the examination for registration, and has otherwise complied with the requirements of these regulations; or
 - (b) not being a student, she has—
 - (i) passed the Mental Health First Year Professional Examination of the Board, or completed an assessment under regulation 29 of these regulations, and has completed not less than twelve months' education in a mental health school of nursing;
 - (ii) completed not less than twelve months' education in a mental health school of nursing and has passed the examination for registration;
 - (iii) completed twelve months' education in general nursing and has passed the First Year Examination thereof and has subsequently undertaken a further six months' education within a mental health or a mental health nursing aide school of nursing and successfully passed the Board's Mental Health Nursing Aide Registration Examination.
- (4) Subject to subregulation (5) of this regulation a person who is qualified for registration as a nursing aide or a mental health nursing aide pursuant to subregulation (2) or subregulation (3) of this regulation shall not be registered 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 the approved form in respect of her service and conduct at that institution that is satisfactory to the Board.
- (5) The following persons shall be excused the six month period of supervised practice referred to in subregulation (4) of this regulation—
- (a) a registered general nursing aide who has completed not less than twelve months' education in a mental health nursing aide school of nursing and has passed the examination for registration;
 - (b) a registered mental health nursing aide who has completed not less than twelve months' education in a general nursing aide school of nursing and has passed the examination for registration.

36. For the purposes of subregulation (4) of regulation 35 of these regulations an institution may be approved as affording supervised experience if it fulfils, and continues to fulfil, the following conditions—

Institution approved as providing supervised experience.

- (a) an average daily bed occupancy of twelve or above;
- (b) at least five registered nurses employed full-time to give an around-the-clock cover for supervision;
- (c) there is a suitable person on the permanent staff who will accept the responsibility for counselling and evaluating the aides at the end of the first, third and sixth months;
- (d) it provides areas of experience acceptable to the Board, including medicine, surgery, geriatric, maternity, psychiatry or paediatric nursing; and
- (e) there are suitable residential facilities if required.

37. A person not otherwise provided for under section 20 of the Act who produces evidence satisfactory to the Board of having been educated as a nurse in any part of the world other than in this State, and who has undergone to the satisfaction of the Board such further education (if any) and passed such examinations (if any) as the Board directed, shall be entitled to registration on payment of the required fee.

Applicants from outside this State.

38. Every nurse registered by the Board shall receive a Certificate of Registration in the Form No. 6, Form No. 7, or Form No. 8 in Appendix 1 to these regulations, as the case may require, and her name shall be entered in the register.

Certificate of registration.

39. The badge appearing in this regulation is prescribed for the use of a person who is registered in the division of general nurses. The prescribed badge for all other divisions of nursing is of a similar design but with the appropriate division of nursing shown on the badge.

Nursing badges.



40. A copy of a Certificate of Registration, or a duplicate badge, may be issued 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; and upon payment of the required fee.

Duplicate certificates and badges.

41. Particulars of any honour conferred on a registered nurse by a reigning sovereign or head of state shall, upon application by the nurse, be inserted in the register without payment of a fee.

Registration of Honours.

42. Any nurse who has a certificate for a post basic course approved for recognition by the Board, shall on application have this qualification endorsed on her registration certificate, and in the register, without payment of a fee.

Post basic course certificates.

43. An application for the renewal of a Certificate of Registration shall be made in the Form No. 11 in Appendix 1 to these regulations.

Renewal.

44. Upon application to the Board in the Form No. 10 or Form No. 11 in Appendix 1 to these regulations, as appropriate, by a person whose name has been removed under section 28 or section 32 of the Act, the Board may restore to the register the name which has been removed.

Restoration to register

45. Where a nurse has not practised for a period exceeding five years the Board may, before registering her as a nurse, require the nurse to undertake an approved refresher course for non-practising nurses or to submit a report to the satisfaction of the Board after a period of re-orientation in an approved hospital.

Requirement for Refresher

PART V.—APPEALS FROM DECISIONS OF THE BOARD.

Appeal.

46. (1) Appeals pursuant to section 33 of the Act from decisions of the Board shall be brought by notice in writing signed by the person aggrieved.

(2) The notice shall set out the substance of the decision complained of and the date of the decision and also fully state the ground on which the appeal is brought; and an address for service shall 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 office of the Local Court at Perth and the notice of appeal shall be filed therewith within three months after the date of the Board's decision appealed against.

(4) Notice of such entry shall be given to the Board by the appellant within two days after 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 Magistrate of the Local Court appoints, such day to be not less than seven days after 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 Magistrate thinks proper, or on fresh evidence either oral or by affidavit, or partly in one way and partly in another, and the Magistrate may rehear the testimony of any witness whether by way of examination or cross-examination, and any party concerned may be represented by counsel.

(8) The result of the appeal shall be embodied in a formal order and a minute thereof shall be entered by the Board in its register.

PART VI.—PENALTIES, FEES AND REMUNERATION.

Penalty.

47. A person who fails to comply with the provisions of these regulations commits an offence.

Penalty: Fifty dollars.

Fees.

48. (1) The following fees shall be paid to the Board for the several matters referred to in these regulations—

Annual Registration—	\$
for all nurses, regardless of branch, or number of branches for which nurse is registered	5.00
Initial Registration (trained outside W.A.)—	
all divisions except Nursing Aide	15.00
(being \$5.00 registration fee and \$10.00 processing fee).	
Initial Registration (trained outside W.A.)—	
Nursing Aide Division	10.00
(being \$5.00 registration fee and \$5.00 processing fee).	
Initial Registration (local graduates)—	
(incl. exam. fees, badge and certificate)—	
General	15.00
Mothercraft	15.00
Mental Health	15.00
Dental	15.00
Nursing Aide	10.00
Midwifery	6.50
Child Health	6.50

For Registered Nurses sitting for an examination in another Division excepting Midwifery and Child Health the initial registration fee will be \$5.00 less than the usual fee.

First Progressional Examination— (no charge for re-sits)	2.00
Fee for nurses previously registered in W.A. requiring registra- tion of additional qualifications obtained outside W.A. (including registration to end of year)	5.00
Restoration of name to register (including registration to end of year)	5.00
Fee for inspecting register	0.50
Special Report on failed candidate	5.00
Duplicate Badge	3.00
Duplicate Certificate	1.00
(2) In subregulation (1) of this regulation, a reference to the division Nursing Aide includes the division of Mental Health Nursing Aide.	
49. For the purposes of section 12 of the Act, the fees payable to the members of the Board are—	Remunera- tion of Board Members.
(a) for the Chairman of the Board—\$400 per annum; and	
(b) for each other member of the Board not being a person who is employed on a salary by the Crown in right of the State or the Commonwealth or by any other person—\$10 per meeting.	

APPENDIX 1—FORMS.

Form No. 1.

APPLICATION FOR APPROVAL AS A SCHOOL OF NURSING
FOR

.....

The.....School of Nursing.

Comprising.....

.....
(associated hospitals or institutions)

hereby make application to the Nurses Board of Western Australia to be registered.

PHYSICAL ORGANIZATION OF SCHOOL OF NURSING:

Total Bed complement:.....

Allocation of Beds:

Main Hospital No.
Annexes No.
Average daily occupancy:
Average daily cots:
Average daily theatre (major)
(minor)
Average daily deliveries:
Average daily out-patients:
Average daily casualty:

TEACHING FACILITIES:

Number of students to be admitted in one class:.....

Number and size of classrooms:.....

Number of and date of intake each year:.....

Laboratories for practical nursing (model ward):.....

.....

No. of offices:.....

16

Form No. 1—continued

TEACHING PROGRAMME:

Attached please find a copy of the proposed school of nursing studies programme and objectives.

ESTABLISHMENT:

Herewith an overall summary of our nursing staff establishment.

Should the Nurses Board approve this school of nursing we hereby undertake to fulfil our obligations with regard to the minimum standards as set down by the Board and agree to be directed by the Board in all matters pertaining to the education of nurses.

We will be pleased to forward any further information required and to welcome whatever representatives you may deem necessary to send to visit the school for the verification and elaboration of data set out on this form.

Date on which this information is correct.....

.....
Matron.

.....
Medical Superintendent.

.....
Chairman of Hospital Board/Administrator.
.....

Form No. 2.

Nurses Act, 1968.

CERTIFICATE OF APPROVAL OF A SCHOOL OF NURSING.

This is to certify that (a).....
Hospital (or Institution) at (b).....
in the State of Western Australia has, subject to the Nurses Regulations, 1973, been
approved by the Nurses Board of Western Australia, under those regulations, as a
school of nursing for (c).....nurses.

Dated this _____ day of _____ 19____

Chairman, Nurses Board of Western Australia.

(a) Name of Hospital (or Institution).

(b) Address.

(c) Division of Nursing.

Form No. 3.

Nurses Act, 1968.

NOTICE OF REVOCATION OF APPROVAL OF A SCHOOL OF NURSING.

To the Matron or Medical Superintendent of the (a).....
 Notice is hereby given that the Certificate of Approval of the Nurses Board of West-
 ern Australia dated the.....day of.....
 19.....of the (a).....as a school of
 nursing for (b).....nurses, is hereby revoked.

Dated the..... day of..... 19.....

Chairman, Nurses Board of Western Australia.

(a) Name of Hospital (or Institution).

(b) Division of Nursing.

17

Form No. 4.
(Page 1)

NURSES BOARD OF WESTERN AUSTRALIA

APPLICATION FOR REGISTRATION AS A NURSE

THIS form should be completed and signed before an authorised person and returned to the Registrar Nurses' Board of Western Australia, ~~46 Kings Park Road~~, West Perth, W.A. 6005.
1. The prescribed fees of \$15 (Australian). 1140 Hay Street
2. Evidence of nursing education (School of Nursing Certificate, and statement verified by School of Nursing giving details of education).
3. Certificate of Registration from the Country, State or Territory under whose jurisdiction nursing education 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' Act, 1968, 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 entry 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/s, I submit the following evidence. (List here documents submitted, stating the nature of the document/s 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.)

And that the undermentioned persons will give evidence as to my character and professional ability:—

1.
(Name, address and position, being a person under whom the applicant has worked in the past three years in a professional capacity.)
2.
(Same as 1. above.)

18

(Form No. 4—Reverse of Page 1.)

The following represents a complete list of nursing authorities to whom I have applied for registration:—

(Give the name of the authority and the type of registration applied for and the result of the application.)

And I state that the following is to the best of my knowledge, an accurate record in chronological (i.e., time) order, of all my education and experience in nursing:—

Name of Institution/Agency by whom applicant was employed, together with address. (Give last or present position first, and work backwards)	DATES (A)				Position Held, e.g., Matron, Sister, Staff Nurse, Student	Type of Ward/Dept. in which em- ployed. Male/Female, Psychiatric, Medical, Surgical, Theatre, Paedi- atric or other clinical areas, domici- liary, specialist, clinic, etc. (B)
	From		To			
	Month	Year	Month	Year		
1.....						
2.....						
3.....						
4.....						
5.....						
6.....						
7.....						
8.....						
9.....						
10.....						
11.....						
12.....						
13.....						
14.....						
15.....						
16.....						
17.....						
18.....						
19.....						
20.....						
21.....						
22.....						
23.....						
24.....						
25.....						

(A) This record should show a continuity of time—absences from nursing for any period other than between positions or longer than three months should be indicated.

(B) Do not break down your education time into Ward/Department areas in this section: the information is only to be included so as to show continuity of time.

If you trained outside Australia, verification of registration and training must be requested by you from the original registration authority who will forward verification to this office.

PLEASE NOTE

Failure to complete all details could result in delay in registration.

(Form No. 4—Page 2.)

Western Australia

STATUTORY DECLARATION

I,
(Full name.)

the person named in the attached application, do solemnly and sincerely declare that—

(a) I am the person named in all such documents abovementioned.

(b) I was born at
(Town and Country.)

on and my name was registered as
(Day, month and year.)

.....
(Give full name.)

(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, 1909.

.....
(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"/>
Education—		
General	<input type="checkbox"/>
Midwifery	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>

20

(Form No. 4—Reverse of Page 2.)

Registration—

General

1

Midwifery

4

1

4

7

□

Education

4

Health

1

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.

[illegible]

21

Form No. 5.
(Page 1)

NURSES BOARD OF WESTERN AUSTRALIA

APPLICATION FOR REGISTRATION AS A NURSING AIDE

THIS form should be completed and signed before an authorised person and returned to the Registrar Nurses' Board of Western Australia, ~~70 Kings Park Road~~, West Perth, W.A. 6005.
1140 Hay Street

1. The prescribed fees of \$10 (Australian).
2. Evidence of nursing education (School of Nursing Certificate, and statement verified by School of Nursing giving details of education).
3. Certificate of Registration or Enrolments from the Country, State, or Territory under whose jurisdiction nursing education 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' Act, 1968, 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/s, 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.)

And that the undermentioned persons will give evidence as to my character and professional ability:—

1.
(Name, address and position, being a person under whom the applicant has worked in the past three years in a professional capacity.)

2.
(Same as 1 above.)

(Form No. 5—Reverse of Page 1.)

The following represents a complete list of nursing authorities to whom I have applied for registration:—

(Give the name of the authority and the type of registration applied for and the result of the application.)

And I state that the following is to the best of my knowledge, an accurate record in chronological (i.e., time) order, of all my education and experience in nursing:—

Name of Institution/Agency by whom applicant was employed, together with address. (Give last or present position first, and work backwards)	DATES (A)				Position Held, e.g., Matron, Sister, Staff Nurse, Student	Type of Ward/Dept. in which employed. Male/Female, Psychiatric, Medical, Surgical, Theatrical, Paediatric or other clinical areas, domiciliary, specialist, clinic, etc. (B)
	From		To			
	Month	Year	Month	Year		
1.....						
2.....						
3.....						
4.....						
5.....						
6.....						
7.....						
8.....						
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11.....						
12.....						
13.....						
14.....						
15.....						
16.....						
17.....						
18.....						
19.....						
20.....						
21.....						
22.....						
23.....						
24.....						
25.....						

- (A) This record should show a continuity of time—absences from nursing for any period other than between positions or longer than three months should be indicated.
- (B) Do not break down your education time into Ward/Department areas in this section; the information is only to be included so as to show continuity of time.

If you trained outside Australia, verification of registration and training must be requested by you from the original registration authority who will forward verification to this office.

PLEASE NOTE

Failure to complete all details could result in delay in registration.

(Form No. 5—page 2).

Western Australia

STATUTORY DECLARATION

I,
(Full name.)
the person named in the attached application, do solemnly and sincerely declare that—
(a) I am the person named in all such documents abovementioned.
(b) I was born at.....
(Town and Country.)
on and my name was registered as
(Day, month and year.)
.....
(Give full name.)
(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"/>
Education—			
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>

24

(Form No. 5—Reverse of page 2).

Registration—

.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<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. 6

CERTIFICATE OF REGISTRATION (LOCAL GRADUATE—NURSE)

Nurses Board (Crest) of Western Australia
Certificate of Registration

This is to Certify that.....19.....
formerly a student at.....Hospital
has been registered by the Board as a.....
nurse, after having passed the prescribed examinations.

Chairman	Registrar
.....	No.....
Signature of Nurse.	

(Reverse of Form No. 6).

Endorsements of Approved Post Basic Education

.....	Certificate
.....	Hospital
Date:.....
.....	Registrar
Signature of Nurse.	Registrar.
.....	Certificate
.....	Hospital

25

Form No. 7

CERTIFICATE OF REGISTRATION (LOCAL GRADUATE—NURSING AIDE)

Nurses Board (Crest) of Western Australia
Certificate of Registration

19

This is to Certify that.....

formerly a student at.....Hospital
has been registered by the board as a **NURSING AIDE**
 MENTAL HEALTH NURSING AIDE
after having passed the prescribed examinations and completed the prescribed period
of.....months' supervised practical experience.

Chairman _____ Registrar _____
Signature of Nurse _____ No. _____

(Reverse of Form No. 7).

Endorsements of Approved Post Basic Education

.....Certificate
.....Hospital
Date:
Registrar

Date:.....

Registrar.....

Certificate.....

Hospital.....

Form No. 8

**CERTIFICATE OF REGISTRATION (NURSES AND NURSING AIDES TRAINED
OUTSIDE W.A.)**

Nurses Board (Crest) of Western Australia
Certificate of Registration

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

This is to Certify that.....
has been registered by the Board as a.....after recognition of education
undertaken outside of Western Australia.

Signature of Nurse. Registrar

(Reverse of Form No. 8)

Endorsements of Approved Post Basic Education

Endorsements of Approved Post-Basic Education.....Certificate
.....Hospital
Date:.....
.....Registrar
.....Certificate
.....Hospital
Date:.....
.....Registrar

26

Form No. 9.

FIRST PROFESSIONAL ASSESSMENT FOR
THE GENERAL NURSING COURSE.

Nurses Board (Crest) of Western Australia
First Professional Assessment
for the
General Nursing Course

No.....19.....
This is to Certify that.....
.....
a student of the.....School of Nursing
having been generally assessed is considered to have a suitable capacity to co-
ordinate nursing theory and practice and is eligible to proceed with the second year
of the General Nursing Course.
.....
Signature of Nurse. Registrar

Form No. 9A.

FIRST PROFESSIONAL ASSESSMENT
FOR THE MENTAL HEALTH NURSING COURSE

Nurses Board (Crest) of Western Australia
First Professional Assessment
for the
Mental Health Nursing Course

No.....19.....
This is to Certify that.....
.....
a student of the.....School of Nursing
having been generally assessed is considered to have a suitable capacity to co-
ordinate nursing theory and practice and is eligible to proceed with the second year
of the Mental Health Nursing Course.
.....
Signature of Nurse. Registrar

Form No. 10.

Nurses Act, 1968.

Nurses Board of Western Australia.

APPLICATION FOR RESTORATION OF NAME TO REGISTER
(Pursuant to section 34 of the Act)

Surname.....
Maiden Name (if married).....
Christian Names.....
Permanent Address.....
.....
.....Post Code.....

To the Nurses Board of W.A.:

I hereby make application for restoration of my name to the Register, my reason
being:.....
.....

I enclose the prescribed fee (\$:) which includes registration to 31st
December, and agree to provide such other evidence the Board may require.
Date:.....
Signature of Applicant.

27



Form 11

Nurses Board of Western Australia

1140 HAY STREET, WEST PERTH, 6005. TELEPHONE 21 3277

APPLICATION FOR

RENEWAL OF REGISTRATION. (FEE \$5.00)

(NOTICE OF INTENTION TO PRACTISE)

Compulsory annual registration is due on 1st January, 19 , for nurses intending to practise during the year ending 31st December, 19 .

Please complete the following:

I request renewal of registration as a Nurse in the following division/s—

(Tick which applies)

- (1) General ☐ (2) Midwifery ☐ (3) Mental Health ☐ (4) Mothercraft ☐ (5) Children's ☐
(6) Dental ☐ (7) Child Health ☐ (8) Tuberculosis ☐ (9) Nurse Aide ☐ (10) Mental Health ☐
Nurse Aide

FULL NAME:.....
(In Block Letters)

.....
(In Block Letters)

MAIDEN NAME:..... DATE OF BIRTH:.....
(If Married)
OR Religious Name
(If a Nun)

ADDRESS:.....Post Code.....

I enclose fee of \$5.00

Signature.....

Annual Registration is compulsory before 31st March (Section 21 Nurses' Act, 1968). Change of Address must be notified as soon as practicable (Section 25 Nurses' Act, 1968).

KINDLY NOTE: DO NOT MAKE PAYMENT UNTIL AFTER JANUARY 1st.

Although it is not essential, it would be appreciated if payment is made as follows:

Surname commencing with letter from A to H — Pay in January.

I to Q " " February.

R to Z " " March.

To enable us to extract valuable statistical information, will you kindly complete the following:

Are you nursing at present? Yes, full-time ☐

Yes, part-time ☐

No, but plan to in 1970 ☐

No ☐

Name of Hospital or Employer.....
(or prospective employer)

If you intend resuming active nursing practice this year but have not nursed since 1964, when and where did you last practise?

The Board has ruled that persons who have not actively practised for more than five years, must undergo a refresher period of nursing approved by the Board, before re-registration will be effected.

Should you have any queries, kindly contact the Board for further information, or assistance.

Appendix 2.

SYLLABUS FOR GENERAL NURSES—HOSPITAL-BASED DIPLOMA COURSE.

Human Growth and Development.

Introduction to the development of the human individual; physical and mental.
 General structure of the body with its relationship to function; how the body works.
 The skeleton and its functions. How joints and muscles function.
 Need for and supply of oxygen to the tissues.
 Principles of nutrition and basic nutritional requirements.
 The use of food and fluids.
 The circulation of the blood and the functions of the lymph and tissue fluid.
 Elimination of waste products.
 Control of activity by the nervous system and hormones.
 The appreciation of environment; the senses of sight, hearing, smell, taste and touch, kinetic sense.
 Reproduction.
 How Mind and Personality Develop.
 The basis of mental health; constitution as a determinant of human behaviour.
 The effects of environment.
 Family relationships and security.
 Social development at school during puberty and adolescence, at work, in courtship, marriage and parenthood.
 Maturity: Readjustments needed in middle age and old age.
 Human Behaviour in relation to Illness: Effects on people of coming to hospital as in-patients or out-patients and effects on their relatives and visitors.
 The nurse-patient relationship.
 Patient's reaction to illness.
 The effects of emotional states on physical states.
 Convalescence and rehabilitation.
 Nurse's reaction to illness.

Community Organization.**Introductory Unit:**

Concept of Health:
 Outlines of Social History:
 Outlines of Health Services:
 World, National, State and Local Health Authority—
 Voluntary Organizations.
 State Organizations.
 Social Services.
 Nursing Services.

UNIT I: The Individual—

Basic Human Needs—
 Food, protection, shelter.
 Love and affection.
 Security.
 Independence.
 Belonging to a Group.
 Social Approval.
 Spiritual satisfaction.
 Health in our Society—
 Housing and the Home.
 Types of Building.
 Ventilation, heating, lighting.
 Storage and care of food.
 Disposal of waste.
 Pest control.
 Cleanliness.
 Recreation.
 Atmosphere pollution.
 The problem of noise.

Epidemiology.

Promotion of Health. Education—General and Health.

UNIT II: The Family—

Family—the social unit.
Changes in family life.
Dependency of family on community.
Community.
Community Services.
External factors affecting health.

UNIT III: The Community—

How Communities meet their needs—

- (1) Within the family.
- (2) Legislation.
- (3) Institutions (Voluntary—Pioneer).
- (4) Institutions (Government participation).
- (5) Hospitals and Public Health Services.
- (6) W.H.O.
- (7) Communication.

UNIT IV: The Nursing Profession—

Nursing and Social Organization:

Factors—

Within the family.
Religious Orders.
Community Organization.
Medical and Social Factors affecting Nursing.
Nursing Expansion.
Nursing Organizations.

Institutional Organization.

Lines of Communication within a Hospital and with External Agencies.

Roles of personnel—

Hospital Administrator.
Medical Superintendent.
Head of School of Nursing and other categories.

The Hospital:

The various departments and their functions; including the hospital's relationship with the Local Health Authority, the family doctor and the Social Services.

The Nurse:

Personal qualities and attitudes.
Ethical conduct.
Her place in the hospital team. Health team.

Ward Management:

The plan of the ward routine and the patient's day.
Elimination of noise.
Ventilation, heating and lighting.
Cleanliness of the ward as it affects the safety and comfort of the patients.
Care of linen, disposal of soiled and infected linen.
Care and use of equipment.
Care, storage and handling of food.

Organization in Relation to the Care of Patient.

Care of the Patient:

Reception and admission of patients.
Transfer and discharge of patients.
Recording necessary particulars.
Care of the patient's clothing and other belongings, including valuables.
Observing and reporting of the patient's general condition and behaviour.
Responsibility for the patient's general cleanliness and hygiene.
Prevention and treatment of infestation.
Bedmaking, moving and lifting patients, helping patients to get in and out of bed.
Care of patients confined to bed.

Care of ambulant patients.
Serving meals.
Feeding patients. Measuring and recording fluid intake and output.
Recording weight.
Taking and charting the temperature, pulse, respiration and blood pressure.
Observing and reporting on urine, faeces, vomit and sputum.
Giving and receiving reports.
Safety and legal aspects.

Disease and Disease Processes.

Nature and Cause of Disease:

The following general headings set out in the broadest possible manner the nature and cause of disease. These headings should be applied to all conditions both general and specialized medical and surgical as they affect persons of all age groups in all systems and organs of the body.

General Headings:

Genetics and environment.
Congenital abnormalities.
Developmental abnormalities.
Nutritional disorders—deficiencies or excesses in the diet—failure in absorption.
Endocrine disorders.
Emotional stresses.
Trauma—types of injury and processes of healing.
Infection—types of organisms and methods of spread of infection; reactions; immunity.
Inflammation, symptoms and signs—local and general, effects and results.
New growths; types and characteristics.
Degeneration.
Poisons.
Undetermined origin.

Nursing Care Planning.

All nursing requires application of knowledge of—

Human growth and development.
Community organization.
Institutional organization and nursing skills.

Planning for Individual Patients.

Planning for individual patients requires also study of—

Cause.
Symptoms and well-known signs.
Investigations.
Reasons for investigation.
Interpretation findings following investigations.
Medical treatment.
Normal course.
Complications.
Psychological aspects.
Social aspects.
Rehabilitation.
Prevention.

Nursing care also requires understanding and co-operation in the following other aspects of treatment.

32

1.—REST.

This important subject will be studied under the following headings:—

- General rest of mind and body.
- Planning for rest. (All patients programmes must include provision for adequate rest.)
- Physiological rest of affected organ or area as prescribed.
- Complications associated with prolonged local or general immobilisation.
- The importance of suitable stimulation (physical or social) and its relationship to rest.

2.—NUTRITION AND ITS RELATIONSHIP TO DISEASE.

UNIT I: "Normal" nutrition—

- A. Food as a basic health need—
 - (1) Why we eat.
 - (2) What food does.
 - (3) How food needs change during life cycle.
- B. The choice of foods (factors affecting)—
 - Body needs.
 - Emotions.
 - Cultural and ethical background.
 - Religion.
 - Economic status.
 - Level of education.
 - Availability.
 - Social connotation.
 - Methods of food preservation.
 - Geographical area.

UNIT II: Meeting normal nutritional needs—

- Proper handling for food protection.
- Teaching and supervision of food handling.
- Methods of food preparation and the effects of each on the food.
- Food service in the home, the restaurant, the hospital.

UNIT III: Modification of nutritional needs and of food service in the treatment of disease—

- (To be integrated with medical, surgical, paediatric, maternity nursing, public health and psychiatric studies.)

3.—PHARMACOLOGY.

International Legislation Controlling Use of Drugs.

Regulations under the Poisons Act, 1964, of Western Australia.

The use, dosage, action and side effects of drugs commonly ordered in diseases of—

- Cardio-vascular system.
- Alimentary system.
- Endocrine system.
- Nervous system.
- Genito-urinary system.
- Respiratory system.
- Locomotor system.

Preparations of—

- Anti-histamines,
- Chemotherapeutic agents,
- Vitamins and hormones,

and their use in Vitamin Deficiency Diseases, Allergy Diseases, Infective conditions, Specific Infectious Diseases.

4.—SURGERY.

Principles and practice of Surgical Nursing.

33

5.—RADIOTHERAPY.

Principles of treatment by X-ray and radioactive substances, preparation of patients for and care of during therapy.

6.—PHYSIOTHERAPY.

Principles of treatment.

7.—PSYCHIATRIC TREATMENT.

Principles of psychological treatment and therapeutic environment. Special treatment and drugs used in common mental disorders.

8.—OCCUPATIONAL AND INDUSTRIAL THERAPY.

Principles of occupational and industrial therapy as a means of return to health and working capacity.

Nursing Skills.

First aid and Treatment in Emergencies:

- Aims of first aid treatment.
- General principles and rules to be observed.
- Improvisation of equipment.
- Methods of moving and carrying injured persons.
- Use of bandages and splints.
- Haemorrhage.
- Shock.
- Asphyxia.
- Fractures, Dislocations and Sprains.
- Burns and scalds.
- Poisoning.
- Bites and stings.
- Fits.
- Emergencies, e.g. fire and accidents in the ward.
- Management of unconscious patient.

Communication:

- Definition and nature of.
- Importance of.
- Need for training process in development.
- Barriers to.

UNIT I: Nursing Procedures:

- General care.
- Special positions used in nursing care.
- Bed and cot making with modification of method required in special conditions.
- Methods of warming the bed.
- Methods of relieving pressure.
- Prevention and treatment of pressure sores.
- Disposal and/or disinfection of urine, faeces, sputum and vomit.
- Care of incontinent patients.
- Care of unconscious patients.
- Care of the dying.
- Last offices.
- Bathing of infants and children.
- Feeding of infants and children.

Aseptic Techniques and Prevention of Cross-Infection:

- Prevention of spread of infection in a ward.
- Principles of asepsis.
- Aseptic technique.
- Methods of cleansing, sterilisation and disinfection.
- Preparation of lotions.
- Conduct of surgical dressings and other sterile procedures.
- Methods of securing dressings.
- Methods of disposal of soiled dressings.

Administration and storage of Drugs:

- Weights and measures (Metric and Imperial System).
- Rules for the safe-keeping and storage of drugs and poisons.
- Rules for the administration of drugs.
- Methods of administration of drugs.
- Hypodermic and intramuscular injections.

UNIT I: CLINICAL PROCEDURES:

To be taught in association with Unit I, Nursing Procedures.

UNIT II: NURSING PROCEDURES:

- Care of patient before and after anaesthesia.
- General pre- and post-operative nursing care.
- Inhalation.
- Administration of oxygen; and oxygen and carbondioxide.
- Nursing of patients requiring artificial respirators.
- Intravenous and subcutaneous infusion and venepuncture.
- Artificial feeding.
- Gastric aspiration and washout.
- Preparation and administration of enemas of various types.
- Passing a flatus tube.
- Colonic and rectal washouts.
- Vaginal irrigations; perineal care; insertion of pessaries.
- Catheterisation and irrigation of urinary bladder.
- Treatment of eye, bathing, irrigation, instillation of drops, application of ointments and dressings.
- Treatment of the ear, swabbing, instillation of drops, insufflation, syringing, application of ointment and dressings.
- Treatment of mouth and throat by gargling, irrigation and painting and spraying.
- Uses and application of heat, cold, medicated preparations.
- Principles and methods of treatment by baths and sponging.

UNIT II: CLINICAL PROCEDURES:

To be taught in association with Unit II, Nursing Procedures.

UNIT III: NURSING PROCEDURES—CASUALTY AND OPERATING THEATRE TECHNIQUES:

- Preparation and use of theatre annexes.
- Preparation, sterilisation, use and care of instruments and other equipment.
- Position of patients for operation.
- Observation and care of patient during anaesthesia and operation.
- Participation of the Nurse.

UNIT IV: Nursing Procedures—Intensive Care Management:
Basic Principles.**UNIT V: Nursing Procedures.** Ethical, Medical and Legal problems of nursing.**UNIT VI: Nursing Procedures—Teaching, Administration and Evaluation.****UNIT I: Clinical Procedures (in association with Unit I, Nursing Procedures)—**

- Collection of specimens of urine, faeces, vomit, sputum and discharge.
- Urine testing.

UNIT II: Clinical Procedures (in association with Unit II, Nursing Procedures):

- Preparation and care of patient and preparation of apparatus for general clinical examination—
 - (a) examination of ear, nose, mouth, throat, of respiratory, alimentary, urinary and genital tracts; neurological examination;
 - (b) procedures including the examination of body fluids, gastric analysis, renal and liver function test, estimation of basal metabolic rate, x-ray examinations; lumbar puncture, cisternal puncture; bone marrow puncture; venepuncture and venesection; aspirating the pleural cavity;
 - (c) drainage of peritoneal cavity and subcutaneous tissues;
 - (d) biopsies.

Appendix 3.

SYLLABUS FOR MIDWIFERY NURSES.

(a) MIDWIFERY:

Anatomy and Physiology.
Microbiology.
Haematology.
Cervical Cytology.
Normal Pregnancy.
Abnormal Pregnancy.
Normal Labour.
Abnormal Labour.
Normal Puerperium.
Abnormal Puerperium.
Physiotherapy pertaining to pregnancy, labour and puerperium.

(b) ANALGESIA:

Drugs in midwifery practice.
Local and regional analgesia including infiltrations.
Administration of Nitrous Oxide and Oxygen, Methoxyflurane, Trichloroethylene and air.
Use of recognised apparatus.
Care of unconscious patient.
Emergencies of Anaesthesia.

(c) LEGAL AND PROFESSIONAL RESPONSIBILITIES:

Relationships with health authorities and social services.
Notifications required by Health Authorities.
Maternal morbidity and mortality.
Midwives Practising Regulations and Records.
Responsibilities concerning stillbirths and neonatal deaths.
Health Education of parents.
Family Planning.

(d) CARE OF NEONATE:

Healthy Baby.
Low weight baby.
Sick Baby.
Birth injuries and abnormalities.
Resuscitation.
Nutrition.
Infection—prevention and management.

(e) CLINICAL EXPERIENCE:

(1) Ante-Natal Care:

Examinations—15.
Abdominal Palpations.
Care of women during normal and abnormal pregnancy.
Full histories of at least 5 pregnant women.
Minimum experience of 4 weeks.

(2) Labour Ward:

Witness at least 5 deliveries.
Management of normal and abnormal labour.
Vaginal examination of 10 cases.
Delivery of not less than 15 cases of labour, inclusive of the third stage, together with assistance at not less than 5 additional deliveries.
Administer Analgesia to 15 women.
Preparation for and witness of breech and instrumental delivery.
Witness or scrub for caesarian section (3 cases).
Management of post-partum haemorrhage.
Use of oxytocic drugs.
Minimum experience of 10 weeks.

36

- (3) **Post-Natal Care:**
 Patient in the normal puerperium.
 Patient in the abnormal puerperium.
 Nurse and make records on 5 puerperal convalescent patients.
 Establishment of lactation and care of breasts.
 After-care visits for patients discharged.
 Health teaching.
 Minimum experience of 10 weeks.
- (4) **Care of Neonates:**
 Resuscitation at Birth.
 Daily care of healthy, low weight and sick neonates.
 Feeding—breast and artificial.
 Examining for abnormalities.
 Replacement transfusions.
 Minimum experience of 12 weeks—of which 6 weeks shall be in the special nursery.

Total prescribed clinical experience	36 weeks
Elective clinical experience	10 weeks
Study Periods and Examinations	6 weeks
						<hr/> 52 weeks <hr/>

Appendix 4.

SYLLABUS FOR MENTAL HEALTH NURSES.

1. HUMAN BEHAVIOUR, GROWTH AND DEVELOPMENT:

- (a) **Introduction to Man's Place in Nature.**
- (b) **General structure and function of the body.**
 Movement and locomotion.
 Respiration.
 Circulation.
 Nutrition, digestion and assimilation.
 Elimination and excretion.
 Nervous control.
 Hormonal and chemical control.
 Special senses.
 Reproduction.
- (c) **The development of mind and personality:**
 Stages of mental development.
 The basis of mental health.
 Constitution as a determinant of human behaviour.
 The effects of the environment.
 Social development.
 Stages of adjustment.
- (d) **Human behaviour in relation to mental and physical illness:**
 Hospitalisation and its effects.
 Social stigma of mental illness—its effects on patients—their relatives and friends.
 The interaction of emotional and physical states.
 Nurse's reaction and adjustment to illness.
 The nurse-patient relationship.

(a) **Community Organisations:**

2. HEALTH IN THE COMMUNITY:

- Concepts of health.
 World, National, State and Local Health Authorities.
 Community Health Services.
 Mental Health Services.
 Voluntary Organisations and Statutory Organisations.
- (b) **Human Needs as related to Communities:**
 Physical, emotional and social.

(c) **The Family as a Social Unit:**

Culture patterns.
Influence of social change.
The deprived child—care and custody within the community.
Nursing case work.

(d) **Environmental Health:**

Ecological influences on health.
Epidemiology.
Health Education.

(e) **The Development of the Nursing Profession:**

Historical aspects.
Nursing organisations.
The nurse in society.

3. **PHYSICAL AND MENTAL ILLNESS:**

(a) **Physical Illness:**

Nature of Disease—

Genetic, congenital and developmental disorders.
Nutritional and endocrine disorders.
Trauma. Inflammation.
Infections.
Immunity.
New Growths.
Degenerative changes.
Neurological disorders.
Unknown origin.
The processes of healing.

The causes, signs, symptoms, course and treatment of diseases commonly met with among psychiatric patients or associated with psychiatric disorders.

Rehabilitation and adjustment.

(b) **Mental Illness:**

(i) **Psychological Concepts—**

Emotion and behaviour. Reactions to crisis and stress.
Personality traits and their assessment.
Abnormalities of personality.
Perception: varieties and abnormalities.
Learning and memory: types and laws of learning; disorders of memory.
Intelligence: nature, variations and methods of assessment.
Human motivation, mechanism of adjustment.
Unconscious mental activities. Nature of emotional conflict and defence mechanisms.

(ii) **Mental Disorder—**

Historical survey.
Interaction of inherited, organic, psychological, environmental and social factors.
Methods of examination, observation and investigation.
Principles of psychiatric treatment including:—
chemotherapy; psychotherapies; milieu therapies; behaviour therapies; physical methods; occupational and industrial therapy.
Psychoses of organic origin.
Schizophrenia.
Affective psychoses.
Paranoid states.
Neuroses.
Personality disorders and sexual deviations.
Alcoholism and drug dependence.
Psychosomatic disorders.
Behaviour disorders of childhood.
Mental retardation.

Appendix 5.

SYLLABUS FOR MOTHERCRAFT NURSES.

(I) THEORETICAL:**Growth and Development of the Normal Infant and Pre-school Child—**

Principles of Child Health.
General appearance of normal infant.
Growth charts.
Milestones of development.
Physical and emotional needs.
Mother-child relationship.
Early Socialization.
Observation of children.
The child in the pre-school centre.
Use of play and play materials.

Nutrition—

Nutritional requirements.
Breast feeding.
Artificial feeding.
Main food groups.
Educational diet.
Planning and serving meals.

Management of Normal Infant and Pre-school Child—

Establishment of Relationships between children and adults.
General and personal hygiene.
Dental health.
Ventilation, fresh air and sunshine.
Physical activity.
Rest and sleep.
Simple reporting and charting.
Selection, making, laundering and care of clothing.
Disposal of soiled napkins.
Care of nurseries and equipment.
Cleaning and sterilization of bottles and teats.

Common Ailments and Emergencies in Children—Recognition and Management of:

Pyrexia.
Convulsions.
Upper respiratory tract infections.
Communicable diseases.
Skin rashes.
Alimentary tract—diarrhoea and vomiting.
Malnutrition.
Teething.
Behaviour problems.

Preventive Aspects of Child Care:

Adjustment to changes in climatic conditions.
Prevention and control of infection and cross infection.
Knowledge of modern safety devices for children.
Prevention of home accidents including poisoning.
First Aid.

(II) PRACTICAL EXPERIENCE:

- (1) At least nine months' experience in a residential nursery with a minimum of twenty-five beds, catering for children from birth to three years. This experience shall include—
 - (a) Care of children over the twenty-four hours.
 - (b) Nursing mothers and their babies.
 - (c) Delicate infants.

40

- (d) Neonates.
- (e) Artificially fed infants.
- (2) Experience in the food dispensary.
- (3) Practical management of infections in the isolation area and prevention of cross infection.
- (4) Observation of pre-school children in an approved pre-school centre.
- (5) Observation of children in selected private homes.
- (6) Sewing and mending of simple garments.

Appendix 6.

SYLLABUS FOR DENTAL NURSES.

PART I.—Introduction to HOSPITAL TRAINING AND PERSONNEL:

Dental Nursing I:

- Nursing Organisation.
- Ethics.
- Qualifications of a Dental Nurse.
- Nurse's place in dental team.
- General maintenance of equipment.
- Departmental management.
- Fire Drill.
- Recording of vital signs.
- Local application of hot and cold.
- Pharmacology.
- Normal Nutrition.

Human Growth and Development I:

- Embryology—
 - Development of Teeth.
 - Eruption of Teeth.
- Morphology.
- Anatomy and Physiology—
 - Body as a Whole.
 - Cells, tissues, systems.
- Musculo-Skeletal System—
 - Particular reference to Skull and bones of face.
- Blood and Circulatory System.
- Lymphatic System.
- Respiratory System.
- Nervous System—General Description—
 - Particular reference to Cranial Nerves.
- Digestive System—
 - Oral Cavity.

Microbiology:

- Micro-organisms—
 - Structure.
 - Classification.
- Characteristics—Relation to disease.

Sources and Methods of Spread of Infection.

- Control of Cross Infection.
- Decontamination.
- Disposal of soiled linen.
- Principles of Sterilisation and Disinfection—
 - Moist Heat, Dry Heat, Chemicals.

Applied Microbiology:

- Preparation of packaging of dressings and articles for sterilisation and disinfection.
- Instruction on and practical experience in use of autoclave and hot air oven.
- Assistance in obtaining swabs, smears, cultures, biopsy specimens.

41

Assisting in Operative Dentistry:

- Definition of Anatomical Surfaces of teeth.
- Dental Caries—formation, types.
- Classification, restoration.
- Charting of Primary and Permanent Dentition.
- Preparation of equipment and Instruments.
- Maintenance of such.
- Requirements of Procedures.
- Chairside Procedure.
- Topical Applications, Inlays.
- Principles and Application of Four-handed Dentistry.

Assistance in Prosthodontia:

- Types of dentures.
- Stages in denture construction.
- Reline.
- Rebase.
- Remodel.
- Instruments and equipment used in Prosthodontia.
- Introduction to Prosthetic Technology.

Endodontia:

- Diseases and Injuries affecting Pulp.
- Nurse's role in diagnosis and treatment of these conditions.

Pedodontia and Orthodontia I:

- Stages of child development.
- Malocclusion—causes and treatment and applied psychology in the Dental Surgeries.

Dental Practice—Administration:

- Office Procedure.
- Legal Responsibilities.
- Typing.
- Forensic Medicine.

First Aid:

- Shock, haemorrhage.
- Care of unconscious patient—
 - Poison, electrocution, fractured jaw.
 - Barrel Bandage.
 - Slings.
 - Resuscitation.
 - Cardiac Massage.
 - Burns, scalds.

Dental Materials:

- Principles of materials commonly used in Operative Dentistry and Prosthodontia.
- Techniques of mixing materials.

Histology:

- Teeth and supporting tissues.

Pathology:

- Inflammation and response.
- Diseases of the jaw and oral mucosa.

Dental Health I:

- Health in our Society.
- Promotion of Health.
- Dental Health Education.
- Applied Nutrition.
- Instruction Oral Hygiene.

Radiography I:

Nature of X-ray.
Radiation Hazards.
Dark Room Technique.
Mounting.
Filing of X-rays.
Clinical observations and Practice.
Films.

PART II:**Dental Nursing II:**

Admission Procedures.
Pre and Post Operative Nursing Care.
Pharmacology.
Injections.
Oral Surgery under Anaesthesia.
Recovery Bed.
Oxygen Therapy.
Theatre Technique.
Set Ups for Procedures.
Care and Sterilisation of Instruments and Equipment.
Assistance in Theatre.
Recovery Room Care—Observation and Reporting.
Recording of Blood Pressure.
Departmental Administration.

Anaesthesia:

Stages of Anaesthesia.
Types of Anaesthetics.
Methods of Administration.
Assistance with Anaesthesia.
Complications of Anaesthesia.
Care of Anaesthetised Patients.

Human Growth and Development II:

Physiology of Respiratory System and Nervous System.
Development of the Jaws and the Dentitions.
Degeneration of body tissues—with special reference to the maxilla and mandible.
Development of Mind and Personality.
Mental Health and the Effects of Environment.
Stages of Development—Childhood, Maturity and Old Age.
Nurse-Patient Relationships.
Defence Mechanisms.

Oral Surgery:

Applied Anatomy of the Jaws.
Diagnostic Tests and Radiography.
Common Oral Conditions requiring Surgery—Developmental, Inflammatory, Neoplastic, Degenerative, Traumatic.
Assistance with Surgical Techniques.

Periodontia:

Structure of the Periodontium.
Etiology of Periodontal Disease.
Preparation for and assistance with treatment of periodontal conditions.

Orthodontia II:

Angle's Classification.
Diagnostic Aids and Radiography.
Tooth Movement.
Appliances: Fixed and Removable.
Oral Hygiene.
Preparation of instruments and equipment for orthodontic procedures.

Dental Health II:

Family Dental Health Education.
Dental Health in Rural Areas.
Chairside Teaching Techniques.
Fluoridation and other preventive measures.

Senior Operative Dentistry:

Diagnostic Procedures and Treatment Plans.
Preparation for and assistance with operative procedures.
Fixed and Removable Bridge Work.
Crowns and Inlays.
Gold Foil and Ceramics.

Appendix 7.

SYLLABUS FOR CHILD HEALTH NURSES:

UNIT 1: Child Health and Development:

Introduction:

The history, principles and purposes of Child Health and the role of the nurse in practising Child Health in this country.
Pre-natal development.
The emotional factors associated with pregnancy and childbirth.
The physical factors of pregnancy and childbirth which influence the health and development of the child.
A knowledge of the normal growth and development of the child from birth to maturity, (to end of adolescence).
Childhood: The foundation period of good mental health.
Functional and behavioural deviations from normal and nursing skills required for recognition of these.
The principles of good nutrition, their application to family living and the psychological importance of food.
A thorough knowledge of breast-feeding.
The principles of artificial feeding of infants and young children.
Dental Health. (Oral Hygiene.)

UNIT 2: Parent/Child Relationships:

The awareness of maternal and paternal attitudes towards pregnancy and childbirth.
The dynamics of the parent/child relationship including father's role and influence.
Some factors affecting the parent/child relationship e.g. race, culture, economics, relatives, physical or mentally handicapped child.
The changing role of parent/child relationship—e.g. increase in the family, sickness, separation.

UNIT 3: Human Behaviour:

Introduction to psychology.
The nature of human relationships.
Some theories of personality development.
An understanding and evaluation of self in helping to promote satisfactory working relationships with families and other health workers.
The psychological development of the child and the adolescent.
Theories on the learning process of children and the importance of play.

UNIT 4: Health Education:

Methods of Study.
Elementary principles of educational psychology and their application to individual and group learning at various ages.
The understanding of the principles and procedures of health education.
Methods of teaching both groups and individuals.
Group dynamics.
The role of the nurse as a health teacher.
The responsibility of the nurse to help people achieve health by their own actions and efforts.

UNIT 5: Public Health:

Health problems in modern society.
 Epidemiology.
 The changing patterns of Public Health.
 The knowledge of community health trends and their possible impact on the child and his family.
 Tropical diseases.
 Community resources.

UNIT 6: Sociology:

An introduction to the study of society.
 The individual in the group.
 The family as the basis of Society.
 Cultural mores and their social implications.

UNIT 7: Community Health Nursing:

Minimum number (36) supervised interviews with parents.
 Participation in Home, Hospital and School visiting.
 Health teaching by correspondence.
 Experience in record-keeping, returns etc.
 Liaison with other health workers.
 Methods of referral to Health Agencies.
 Experience in performing routine tests and physical examinations.
 The nurse's role in family nutrition.

Appendix 8.
SYLLABUS FOR NURSING AIDES.**Overall Aims.**

To develop a nurse who—

- Understands the principles of—
 - maintaining health;
 - preventing disease; and of the necessary community planning towards these ends.
- Can carry out simple nursing skills and understands—
 - the reaction of a patient and his family to illness;
 - the need for comfort and support as well as therapy.
- Appreciates—
 - ethical responsibilities and her role as part of the health team.

Course Outlines.
1. HUMAN GROWTH, DEVELOPMENT AND BEHAVIOUR:

General Introduction to Biology.
 Man's Place in Nature.
 The Human Body, Structure and Function (Broad Outline).
 The Beginnings of Life.
 Birth and the Developing Baby and his Needs.
 Health and Personality: The effect of the endocrine glands on growth and development.
 The adolescent and his special needs.
 Maturity and Old Age.
 Defence mechanisms.

2. COMMUNITY HEALTH AND ORGANISATION:

Man as a Person: An individual with basic needs.
 Man lives in Groups: Family Types (Study of a family to be presented).
 Man gets a living: How work affects his health.
 Civic Responsibility:
 Public Health—Local State and World.
 Some Social Problems.
 The Health Team:
 The Role of the Nursing Aide.

3. INSTITUTIONAL ORGANISATION:

Lines of Communication within a Hospital and within a Community.
Roles of Personnel.
The Nursing Aide's place in the Health Team.
The various departments of the Institution and their Functions.
The Aide's obligation in promoting Communication and Organisation.
Maintaining suitable environment for the patient.
Maintaining good staff and public relationships.

4. NURSING SKILLS:**(1) Introductory Basic Skills:**

Assistance with daily living—
movement,
feeding,
bathing,
elimination,
communication.

Control of:—

noise,
temperature,
ventilation.

Observations and recording.

Assisting the Registered Nurse with—

Therapeutic care,
Aseptic technique,
Care and custody of drugs.

(2) First Aid:

Principles and Practice.

Improvisation of equipment and utilisation of available material, as detailed in Supplementary Printed Instructions.

(3) Special Nursing Skills:

Assisting the Registered Nurse in the care of:—

Medical,
Surgical,
Maternity,
Paediatric,
Psychiatric, and
Geriatric patients.

As detailed in Supplementary Printed Instructions.

Clinical Experience.

This must include basic nursing within at least three of the following areas:—

Medical, Surgical, Paediatric, Geriatric, Maternity and Mental Health Nursing.
Medical and Surgical Nursing are essential areas.

Most experience will be gained in the hospital ward situation but out-patient department, operating theatre and domiciliary work may be included.

Study Days.

An orientation and introductory course of one month's duration followed by at least 15 full study days should be given.

46

Appendix 9.

SYLLABUS FOR MENTAL HEALTH NURSING AIDES.

1. HUMAN GROWTH, DEVELOPMENT AND BEHAVIOUR:

General Introduction to Biology.
Structure and function of the human body (broad outline as related to First Aid and nursing procedures).
Movement, circulation, respiration, digestion, excretion, nervous and endocrine control, reproduction.
Man's place in nature.
The beginning of life.
Birth and the developing infant and his needs.
Man's nutritional needs.
Health and personality: The effect of the endocrine glands on growth and normal development.
The adolescent and his special needs, including how to cope with stress (defence mechanisms).
Maturity and old age.

2. COMMUNITY HEALTH AND ORGANISATION:

Man as a person: an individual with basic needs.
Man and his roles: (family, employment, recreation).
Civic responsibility: public health—local, state and world, some special problems.
The health team: the role of the nursing aide.

3. INSTITUTIONAL ORGANISATION:

Outline of Mental Health Services.
General outline of the care and treatment provided for psychiatric patients in hospital and areas of rehabilitation.
Lines of communication within a hospital and within a community.
Roles of personnel.
Legal responsibilities, nursing ethics and etiquette.
The Nursing Aide's place in the hospital team.
Maintaining suitable environment for the patient—
 (a) Physical and Social.
 (b) Hygiene and sanitation.
Fire Precautions and emergency drill.

4. PSYCHIATRIC EMERGENCIES AND FIRST AID:

Principles and practice.

5. BASIC NURSING SKILLS:

Assisting with—
 Reception and admission of patients.
 Observations and recording.
 Nursing care and rehabilitation.
 Prevention of infection.
 Aseptic technique.
 Administration, care and custody of medications.

6. NURSING SKILLS IN PSYCHIATRY:

Assisting with the care, management, and rehabilitation of patients with:—
 Psychogenic disorders.
 Organic disorders.
 Intellectual retardation.