

## **SCHOOL OF NURSING & MIDWIFERY – UTAS**

### **NURSING CONTACTS:**

In the first year of your Nursing course you may come in contact with the following staff:

Bachelor of Nursing Co Ordinator	-	Lisa Dalton
First Year Co Ordinator	-	Deb Visser
Course Administrator	-	Wendy Nas
Clinical Placement Co Ordinator	-	Marcelle Lyons
Director Clinical Education	-	Annette Marlow
Nursing Reception - Launceston	-	Leanne Costello
Nursing Reception – Hobart	-	Emma Stubbs

For course, enrolment and timetable enquiries, please contact  
Wendy Nas 63243110 or email [Wendy.Nas@utas.edu.au](mailto:Wendy.Nas@utas.edu.au)

For orientation enquiries, please contact

**LAUNCESTON STUDENTS ONLY**

Leanne Costello 63 243318 or email [Leanne.Costello@utas.edu.au](mailto:Leanne.Costello@utas.edu.au)

**HOBART STUDENTS ONLY**

Emma Stubbs 6226 4699 or email [Emma.Stubbs@utas.edu.au](mailto:Emma.Stubbs@utas.edu.au).

For enquiries regarding Infectious Disease Policy information please contact  
Annette Marlow 63 243455 or email [Annette.Marlow@utas.edu.au](mailto:Annette.Marlow@utas.edu.au)

### **ORIENTATION - LAUNCESTON**

Orientation sessions have been booked for:

Monday 15 February, Wednesday 17 February and Friday 19 February 2010.

Each session will be held between 9am – 1pm.

These sessions are not compulsory and you can access the  
Orientation Induction information at the School of Nursing website via  
[www.snm.utas.edu.au](http://www.snm.utas.edu.au) – New Students Link - Orientation 2010

If you wish to attend one of the above Orientation sessions, please contact Leanne Costello  
63243318 or email [Leanne.Costello@utas.edu.au](mailto:Leanne.Costello@utas.edu.au)

*RSVP: Monday 8 February to confirm a booking.*

### **ORIENTATION - HOBART**

Orientation session has been booked for Tuesday 16 February 2010 at the Hunter Street  
Building, 26 Bathurst Street Hobart.

This session is not compulsory and you can access the Orientation Induction information at  
the School of Nursing website via [www.snm.utas.edu.au](http://www.snm.utas.edu.au) – New Students Link - Orientation  
2010.

If you wish to attend the Orientation session for Hobart, please contact Emma Stubbs 6226  
4699 or email [Emma.Stubbs@utas.edu.au](mailto:Emma.Stubbs@utas.edu.au)

*RSVP: Monday 8 February to confirm a booking.*

## **FORMS**

### **1. Student Consent Form and Release of National Police Certificate**

It is a requirement under the Policy Check Policy, that the student gives the School of Nursing consent to view their national police check to confirm the validity of the document and check the date of issue.

This form must be submitted to the School of Nursing  
Launceston Student Only (Marcelle Lyons – Clinical Placement Co Ordinator)  
Hobart Students Only (Emma Stubbs – Administrative Officer)  
NO later than **15 March 2010**.

This form is included in the FHS Police Check Policy which you must access and read.  
<http://www.snm.utas.edu.au/policies/>

### **2. National Criminal History Record Check (NCHRC) – Application Form**

According to the Police Check Policy you are required to provide a current (less than 6 months on entry into the course) National Criminal History Record Check (NCHRC).

*References from Agencies, Education Department, Tasmania Police Check, will not accepted.*

The link to this form is <http://www.police.tas.gov.au/permits/criminal-history>  
All relevant information is included in the FHS Police Check policy.

Your NCHRC application form must be submitted to the School of Nursing,  
Launceston Students Only (Marcelle Lyons – Clinical Placement Co Ordinator)  
Hobart Students Only (Emma Stubbs – Administrative Officer)  
NO later than **15 March 2010**.

If you return the form by the above date, then you are entitled to a discount on your application. Cost after discount - \$30. Please attach payment with form, either cheque/money order or credit card (please note: Cash not accepted).  
*(cheques/money orders to be made out to: "Department of Police")*

Any applications received after 15 March 2010, will revert to the original cost of \$45 and it will be the responsibility of the student to forward their own application directly to the Police Department.

### **3. Compliance with Infectious Disease Policy**

Your Compliance form must be submitted to the School of Nursing  
Launceston Students Only (Marcelle Lyons – Clinical Placement Co Ordinator)  
Hobart Students Only (Emma Stubbs – Administrative Officer)  
NO later than **15 March 2010**.

This declaration from the student, accepts the responsibility to comply with the immunisation requirements stated under the policy. These requirements are associated to professional experience practice.

This form is included in the FHS Infectious Disease Policy which you must access and read.  
<http://www.snm.utas.edu.au/policies/>

*Please note: Failure to comply with the policy requirements will result in being excluded from practice.*