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**Nau Mai ! Haere Mai ! Haere Mai ! - Welcome !**

On behalf of all the staff within the Centre for Health and Social Practice may we extend a warm welcome to you as you begin or return to your studies with us.

As we start a new academic year it is important to remember all our past and current students and colleagues and reflect on their wonderful achievements. It is also a time of excitement as we look to you as the future of the midwifery profession.

We are mindful of our unique region and the people and resources of the regions that form a key aspect of your learning as you prepare to play an important part in the daily lives of people and communities.

Your study will be stimulating, extending, and possibly at times challenging, but overall we hope it is satisfying and enjoyable. We encourage you to make use of the services and facilities available on our campus. One of your greatest assets is your peers and we hope you will invest the time to get to know one another and offer the support and critical guidance that is the cornerstone of professional relationships. Remember, some of the attributes of successful people include to read everyday, embrace change, forgive others, talk about ideas, continuous learning, accept responsibility for their failures, and set goals and develop life plans. You will be guided by the professional standards and expectations described by Midwifery Council of New Zealand and New Zealand College of Midwives and you are expected to work to these as a student midwife.

This handbook contains important information some of which you need to be aware of from the start of your studies. To help you identify the content you need to be familiar with from an early stage we have inserted the following icons to act as a guide:

- **Stop** This is important information you need to read NOW
- **Book** You need to read this handbook within the next two weeks.

There may be times during your course when you may have concerns or be unhappy about a component of the programme. In our experience any difficulties are best resolved with those directly involved.

If you are worried about your studies or any issue relating to your programme please contact the relevant module co-ordinator or clinical tutor in the first instance.

The Midwifery Manager is always happy to meet with any student – so please ensure you contact us early if issues arise. An appointment must be made to see the Midwifery Manager by either emailing directly to the Midwifery Manager, [Liz.James@wintec.ac.nz](mailto:Liz.James@wintec.ac.nz) or by contacting the Midwifery Administrator; [Denise.Mathers@wintec.ac.nz](mailto:Denise.Mathers@wintec.ac.nz)

From the entire Bachelor of Midwifery team we wish you every success in the programme and look forward to working with you.
He mihi ki ngā ākonga mai i ngā pouako Māori

Ko Tainui te waka
Ko Waikato te awa
Ko Taupiri te maunga
Ko Potatau, Te Wherowhero te tangata
Waikato taniwha rau
he piko he taniwha
he piko he taniwha
Tihei mauriora!

(Translation of the greeting to students by the Maori Teachers)

Tainui is the canoe
Waikato the river
Taupiri the mountain
Potatau Te Wherowhero, te tangata
Waikato of a hundred taniwha of which at every bend of the river resides a chief (and therefore hospitality).

Breathe of life!

A warm welcome to you all.

Firstly, a greeting to our creator, the beginning and the end of all things.

Secondly, we remember those who have died, may they be in peace.

Thirdly, an acknowledgement to the new Māori King, Kingi Tuheitia.

We welcome you all as the staff of the Centre for Health and Social Practice, we wish you every success in your studies.

You have aspired to an important educational vocation in the health field.

‘Seek that which you treasure
Should you bow your head,
Be it before a lofty mountain’.

Therefore, welcome.
May peace be widespread
the sea like greenstone
the shimmer of summer across your pathway.
The Centre for Health and Social Practice delivers programmes in counselling and Māori counselling, mental health support, midwifery, nursing, social service and social work. These programmes represent a community of social care, health, well-being and protection and offer the opportunity to creatively consider collaboration and inter-professional learning and education. The programmes delivered by the Centre range from level 4 certificates to a master’s programme and are delivered in Hamilton and in Tauranga, Gisborne, Taranaki, Nelson, Hawkes Bay, Tauranga, Whakatane and Rotorua through a combination of face to face delivery, zoom tutorials, video conferencing and regional learning hubs. Clinical placements associated with different programmes are scattered throughout the Central North Island.

The Centre’s philosophy is underpinned by a commitment to health, social justice and the Treaty partnership between Tangata Whenua and Tauiwi. It is explicit in advocating critical and open inquiry and the valuing of inclusion, diversity and the achievement of potential for all.

Whichever programme you have chosen, your study with the Centre for Health and Social Practice will provide you with a solid foundation for your future practice and work in the health and social service sector. The study will be stimulating, extending, and possibly at times challenging, but overall we hope that it will be satisfying and enjoyable. Successful study requires a commitment to learning and a willingness to dedicate sufficient time to study to do justice to yourselves.

If you do encounter problems please talk to your Tutors or Team Managers at the earliest opportunity; this allows everyone the opportunity to support you as best they can. I encourage you to read this handbook and familiarise yourselves with the expectations for study in your particular programme. I also encourage you to make use of the support and services available to Wintec students which are detailed in this handbook.

The staff of the Centre for Health and Social Practice welcome new students and returning students and look forward to sharing this part of your professional journey.

Welcome.

Angela Beaton

Centre Director

Centre for Health and Social Practice
BACHELOR OF MIDWIFERY PROGRAMME INFORMATION

PROGRAMME PHILOSOPHY

The focus of this midwifery curriculum is the partnership relationship between the midwife and the woman (Guilliland & Pairman, 1994)

- Underlying the concept of partnership is Te Tiriti o Waitangi/Treaty of Waitangi which midwives affirm and honour
- To be a midwife is to be ‘with women’.
- Midwifery is both an art and a science and is a dynamic collection of knowledge derived from philosophical, sociological, anthropological, health sciences including obstetrics, feminist theory and from the lived experiences of women

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Report all absences to Academic Administrator.

Have all LMC’s send invoices to Academic Administrator.

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General Enquiries: 0800 2 WINTEC (0800 294 6832) / info@wintec.ac.nz

Midwifery Support Line: 0800 687 743
AIMS & OBJECTIVES

The programme aims to develop graduates meeting the requirements for award of the Wintec Bachelor of Midwifery, and capable of satisfying the requirements for the registered midwife scope of practice.

The Bachelor of Midwifery programme is designed to:

- Provide a solid foundation of knowledge and competencies appropriate for the autonomous midwife
- Stimulate students to develop an inquiring, analytical approach to midwifery problems and issues and to encourage independent judgement and critical thinking
- Facilitate the provision of culturally safe midwifery care in differing social, political, economic and cultural contexts
- Educate students to behave responsibly, legally and ethically in a variety of health environments
- Ensure that students see learning and the constant updating of knowledge and the acquisition of new knowledge as a professional and personal responsibility as a future midwife
- Use research evidence and technologies and apply in midwifery practice
- Enable students to achieve all the competencies, hours and births as required by the Midwifery Council of New Zealand

These aims direct the programme delivery and the outcomes it achieves.

GRADUATE PROFILE

A graduate of the Wintec Bachelor Degree of Midwifery will be capable of demonstrating the requirements of the New Zealand Midwifery Council standards for the registered midwife scope of practice. This means they will be able to ‘utilise midwifery knowledge and complex judgement to assess health needs and provide care, and to advise, and support people to manage their health’

They will also have content-related theory and practice experience demonstrating the following requirements for the award of a Bachelors Degree:

- knowledge and skills related to the ideas, principles, concepts, research methods and problem-solving techniques of midwifery
- the skills needed to acquire, understand and assess information from a range of sources
- intellectual independence, critical thinking and analytic rigour
- communication and collaborative skills
- the ability to engage in self-directed learning
SUMMARY OF CONTENT OF BACHELOR OF MIDWIFERY

Year 1

HLBM501 Introduction to Midwifery Knowledge and Skills
Introduce students to midwifery knowledge and practice skills within the context of midwifery in Aotearoa/New Zealand. The philosophy of partnership is explored and skills of midwifery practice are developed.

HLBM502 Interpersonal Skills
Develop the skills students require to ensure safe and therapeutic interaction with colleagues and clients in the Health Professional environment.

HLBM503 Constructions of Knowledge
Introduce students to a variety of perspectives of knowledge, each coming from a different philosophical base. Its purpose is to question notions of ‘truth’, ‘certainty’, and the taken for granted assumptions of the social and practice world. It provides a strong foundation for analysis of the knowing of midwifery practice and enhances understanding of research paradigm.

HLBM504 Introduction to Midwifery Practice (150 clinical hours)
Introduce students to knowledge and skills required to provide safe, competent and culturally safe midwifery care within the scope of normal childbirth. Midwifery practice will take place within the continuity of care model and the hospital setting.

HLBM505 Lactation and Breastfeeding (75 clinical hours)
Introduce students to the physiology of lactation and establishment of breastfeeding, including assistance with common feeding problems. It also introduces principles applied in clinical practice, including history, culture and politics related to breastfeeding.

HLBM506 Art and Science of Midwifery I
Develop the knowledge and skills base for midwifery care related to normal childbirth and the normal neonate within the model of partnership. This is underpinned by a knowledge base of the anatomy and physiology integral to the childbirth continuum.

HLBM507 Midwifery Practice for Normal Birth I (150 clinical hours)
Develop midwifery practice skills and knowledge so that students gain competence and confidence in providing safe and culturally safe midwifery care within the scope of normal childbirth.

HLBM508 Cultural Frameworks for Midwifery Practice
Introduce to students the cultural frameworks that inform Midwifery Practice in Aotearoa/New Zealand. Partnership relationships, principles of cultural safety and Turanga Kaupapa guidelines are explored to ensure that cultural requirements are met for women during pregnancy and childbirth.

HLBM509 Health Research
Introduce students to a variety of research approaches applicable to Midwifery Practice in
the health environment.

**SCM501 Human Structure and Function**  
Provide students with an understanding of the anatomy, physiology and biochemistry of the organ systems of the healthy human body.

**SCM502 Human Biological Science**  
Increase student understanding of human biological principles by extending knowledge of physiological concepts and introducing basic concepts of microbiology and pharmacology.

**Year 2**

**HLBM601 Midwifery Practice for Normal Birth II** (150 clinical hours)  
Develop students’ practice to a level where they can provide safe, competent and confident midwifery care within the scope of normal childbirth.

**HLBM602 Midwifery Practice and the Normal Neonate** (150 clinical hours)  
Develop students’ practice, problem solving and critical thinking, to a level where they can provide safe, competent and confident midwifery care in relation to the normal neonate.

**HLBM603 Art and Science of Midwifery II**  
Develop further the knowledge base of students so they can provide safe, competent and sensitive midwifery care within the scope of normal childbirth.

**HLBM604 Women's Assessment and the Midwife**  
Introduce students to women’s health issues related to early pregnancy, gynaecological issues and women's health screening. Physical assessment of the well woman is also included.

**HLBM612 Midwifery Practice: Complications of Childbirth I** (150 hours)  
Students to develop competent midwifery practice when there is a deviation from the normal childbirth experience.

**HLBM606 Exploring Women’s Health and Midwifery Practice** (150 clinical hours)  
Introduce students to midwifery practice related to women’s health issues including physical assessment of the well woman, pre-conceptual care, early pregnancy, gynaecological issues and women’s health screening.

**HLBM611 Complicated Childbirth**  
Build students’ knowledge base required in situations where there is a deviation from the normal childbirth experience.

**HLBM609 Midwifery Practice: Complications of Childbirth II** (150 clinical hours)  
Students to further develop competent midwifery practice when there is a deviation from the normal childbirth experience. This is achieved by integrating knowledge and skills into the midwifery and/or interdisciplinary care that is required in situations where medical conditions compromise the health of childbearing woman.
SCM601 Pharmacology for Professional Practice
Introduce students to knowledge of pharmacology of commonly used drugs and the application of this to various clinical situations. The role of the health professional in drug management and administration with regard to current legislation, ethical practice, pharmacokinetics and pharmacodynamics, is also introduced.

Year 3
HLBM701 Complexity and Diversity in Practice (300 clinical hours)
Consolidate and integrate knowledge of Midwifery practice to provide competent midwifery care for women who experience complex social, environmental and psychological situations, in a diversity of practice settings.

HLBM702 The Qualified Midwife
Critically analyse the legislative frameworks that inform midwifery practice and prepares students for the competence of prescribing.

HLBM703 Childbirth Complexities
Critically analyse complex issues around women's social, environmental and psychological health, including maternal mental health and ill-health. The dilemmas and challenges of childbirth are explored from global, national and personal perspectives, and ethical issues, are also explored and evaluated.

HLBM704 Integrating Midwifery Practice I (300 clinical hours)
Integrate and further develop previous Midwifery knowledge, values and skills in order to practice safely, competently and provide culturally safe care.

HLBM705 Integrating Midwifery Practice II (300 clinical hours)
Consolidate, integrate, and further develop previous Midwifery knowledge, values and skills in order to practice safe, competent and culturally safe midwifery in an autonomous and collaborative manner in a variety of healthcare contexts.

HLBM706 Transition to Practice (230 clinical hours)
Enable the student to prepare for the transition to becoming a midwife. Furthermore, it will develop the integration of effective teaching within midwifery practice, making decisions about employment options, and using a framework for professional development. Learning in earlier modules is synthesised in readiness for the Midwifery Council of New Zealand national examination.

HLBM707 Elective Practicum (150 clinical hours)
Students to pursue an approved area of practice of their own choice. Students will reflect upon this midwifery practicum experience and consolidate midwifery knowledge, skills and research in preparation for their future role as an independent midwifery practitioner.
MIDWIFERY COUNCIL OF NEW ZEALAND REQUIREMENTS

The Wintec Bachelor of Midwifery programme aligns with the MCNZ Standards by certifying that the individual student:

- Has completed the prescribed midwifery pre-registration course of study within the prescribed period of time
- Has met the theory (1,920) and practice (2,400) hour requirements
- Has participated in 25 follow-throughs
- Has performed at least 100 antenatal assessments
- Has performed at least 100 postnatal assessments of women
- Has performed at least 100 postnatal assessment of babies
- Has facilitated a minimum of 40 births*
- Is able to communicate effectively in English for the purposes of practising within the Midwifery Scope of Practice
- To the best of the Head of School/Midwifery Manager’s knowledge has no mental or physical condition which would prevent her from performing the functions required for practice as a midwife
- Has demonstrated she meets the Competencies for Entry to the Register of Midwives
- In the Head of School/Midwifery Manager’s opinion is fit to be registered as a midwife.

* Facilitation of a birth means that the midwifery student is involved in the woman’s care throughout labour, taking a major part in all assessments and midwifery decision making, at the appropriate level and that she has a ‘hands on’ role in assisting spontaneous vaginal birth of the baby and placenta” (MCNZ).

In first year this may involve a student providing labour support to the woman in the form of oral fluids, massage, identifying opportunities to monitor the mother and baby’s wellbeing such as heart rate, catching the baby and placenta with support from the supervising midwife, and may include some documentation.

By your final year we would expect this to include decision making about assessment including conducting those assessments where appropriate, catching the baby and placenta with oversight from the supervising midwife, and documentation.

PROFESSIONAL REQUIREMENTS

The graduate from the Bachelor of Midwifery programme will:

1. meet the Standards prescribed by the Midwifery Council of New Zealand.
2. upon successful completion of the National Midwifery Examination graduates are able to apply for registration and annual practising certificate from the Midwifery Council of New Zealand (please see Midwifery Council website for costs for this).
3. be able to fulfil the midwifery scope of practice as prescribed by the Midwifery Council of New Zealand:

The midwife works in partnership with women, on her own professional responsibility, to give women the necessary support, care and advice during pregnancy, labour and the postpartum period up to six weeks, to facilitate births and to provide care for the newborn.

The midwife understands, promotes and facilitates the physiological processes of pregnancy and childbirth, identifies complications that may arise in mother and baby, accesses appropriate medical assistance, and implements emergency measures as necessary. When women require referral midwives provide midwifery care in collaboration with other health professionals.
Midwives have an important role in health and wellness promotion and education for women, her family and the community. Midwifery practice involves informing and preparing the woman and her family for pregnancy, birth, breastfeeding and parenthood and includes certain aspects of women’s health, family planning and infant well-being.

The midwife may practise in any setting, including the home, the community, hospitals, or in any other maternity service. In all settings, the midwife remains responsible and accountable for the care she provides (Midwifery Council, 2004).

REQUIREMENTS FOR ENTRY TO THE REGISTER OF MIDWIVES

You must satisfy the requirements in four broad areas before Midwifery Council is able to register you as a midwife:-

☐ Qualifications. You must complete an approved education programme in midwifery with an accredited education provider.

☐ Competencies. You must be able to meet the Competencies for Entry to the Register of Midwives.

☐ Fitness for Registration. You must be of good character. You must not have any mental or physical condition that will prevent you from practising effectively as a midwife. You must be able to communicate effectively, and must be fluent in written and spoken English.

☐ National Midwifery Examination. You must obtain a pass in the National Midwifery Examination.

NATIONAL MIDWIFERY EXAMINATION APPLICATION AND FEES

A combined application is required to sit the National Midwifery Exam and to be enter into the Register as a midwife. Information on the examination dates and application closing dates will be available each year on the website http://www.midwiferycouncil.health.nz/examinations . The fees are approximately $200 to sit the examination and $300 to be entered onto the Register.

PRACTISING CERTIFICATE

Before you can work as a midwife you must obtain a practising certificate. This is a separate process following registration. Practising certificates are renewable annually from 1 April to 31 March. The fees will be advised at that time. Approximate costs are $200 plus the disciplinary levy of $50.

Students will need to plan their finances so as to be able to cover these necessary expenses. Practising without a practising certificate is illegal. http://www.midwiferycouncil.health.nz
ATTENDANCE IN CLASS AND PRACTICE

Students are expected to attend all class, laboratory and practice sessions and attendance records are kept. Upon completion of the Bachelor of Midwifery we must be able to verify you have attended the required theory hours. Failure to attend 90% of timetabled teaching sessions is likely to impact on success in your study.

When absence is unavoidable students MUST notify the practice area; if you are on placement; AND the Centre for Health and Social Practice office, Midwifery Administrator: (07 834 8800 extn 8690), for ALL absences, and before the expected starting time of placement/class.

Students are required to attend ALL Practice experiences. You must submit documentation to support your absence (e.g. medical certificate) to enable further placement to be timetabled. If you do not attend all clinical placement you are not able to meet clinical module requirements. It is the student's responsibility to see the tutor(s) before anticipated absence, or immediately on return from unexpected absence, to discuss their learning needs.

- If midwifery practice experience must be made up outside the planned time it will incur a fee and may be at the expense of the student
- Students are reminded that prospective employers usually require evidence of reliability in attendance

Students are responsible for maintaining standards of professional behaviour consistent with the aims and goals of the programmes in the Centre for Health and Social Practice.

Practice statement:

In order to pass the clinical hours for all Bachelor of Midwifery clinical modules the student must provide evidence of:

- Minimum of one documented clinical competence assessment or other assessment (with LMC/core midwife, Wintec tutor and student) that demonstrates competency at appropriate level
- A completed self-assessment form (available on Moodle) discussed with clinical tutor, showing evidence of reflective practice
- Evidence of verified hours, showing evidence of reflective practice, completed prior to the due date, and signed following meeting with clinical or group tutor
- Attend timetabled clinical tutorials and praxis sessions.

It is the students responsibility to complete these requirements. Failure to meet these criteria may result in failing the module.

PRACTICE PLACEMENTS FOR MIDWIFERY STUDENTS

All practice placements must be arranged and confirmed by the Midwifery Clinical Coordinator. This is to ensure that your learning meets MCNZ standards and that the appropriate contracts are in place with the providers. Students cannot arrange their own placements.

All practice experiences are supported by a clinical tutor.

At times you will be required to attend clinical placements outside of your home area. The costs of travel to and from your placements, and accommodation costs incurred being away from home, are the student's responsibility. Students will have a variety of placements in hospitals, birthing centres and community settings.
It is illegal for a midwifery student to perform a midwifery visit or assessment without midwifery supervision. Any student who undertakes midwifery care without appropriate supervision will fail their clinical competency assessment.

You need a reliable vehicle and cellphone by the time you are rostered for your first clinical placement. If you have a ‘Restricted’ license, you will need to identify alternate transport arrangements before you go out into clinical placement. When on placement with Lead Maternity Care midwives (LMC’s) you are on call 24 hours a day. When rostered at the DHB’s and Birthing Centres afternoon shift finishes at 11.00pm.

Should a problem arise during your clinical placement, please notify the midwifery team as soon as possible via 0800 687 743. This enables you to access a midwifery tutor out of hours for added support.

Practice experience:
Students have a variety of placements in institutional and community settings to gain practical experience. The choice of the placements takes into account student learning in relation to Midwifery Council requirements for registration as a Midwife. The practice experiences will be negotiated with reference to support from practice staff, the resources available, the value of the experience as a whole, and the learning needs of the student. Learning support for students is provided by the Wintec Clinical Supervisors within the practice setting.

TEACHING AND LEARNING

Independent Learning:
The students take responsibility for their own learning. It is expected that students will utilise learning resources and reflect on their own experience and practice. The learning will be promoted through working on self assessment exercises, projects and assignments.

Group work:
Students may self select or be assigned to small groups for group learning activities. It is expected that through group work students will develop interpersonal and team skills while gaining confidence to work in groups. The group work may include role play.

Journalling:
A journal is personal to the author but is a useful way for knowledge development in the interpretive and critical paradigms. A journal is valuable as an ongoing record of personal and professional experience. Reflection on the journal gives the student the opportunity to examine the events and the context of an experience from a personal and client perspective. The student may choose to share some of the learning with peers. Because of the confidential nature of personal experiences a code of ethics should be observed when journals are used in learning.

EXPECTED LEVELS OF ACHIEVEMENT

Student achievements at the three levels (500, 600, 700) will allow students to progressively develop

• a body of midwifery knowledge
• communication skills
• interpersonal skills
• practical skills
• professional responsibility
• research skills
• reflective practice/learning

For entry to any degree module, students must meet pre-requisite and co-requisite conditions. Students who experience difficulty in meeting course requirements have a responsibility to seek assistance early and may be referred to the Student Learning Services.

Midwifery Council of New Zealand (MCNZ) expects graduates to demonstrate integrated knowledge, skills and professional behaviour. These attributes form the basis of the assessments during your programme of study.

Please familiarise yourself with the Midwifery Council Code of Conduct which provides guidance for midwives about expected professional behaviour. These relate to professional accountability, behaviour and relationships. It is expected that your practice will reflect the philosophy, standards of practice, consensus statements and practice guidelines of NZCOM as well as the MCNZ Competencies for Entry to the Register of Midwives. You are required to reflect these requirements within all of your written and practical work.

ASSIGNMENTS

Presentation: All assignments must be word processed and submitted electronically, unless otherwise stated by the Module Co-ordinator. Use font size 12 and Arial or Times New Roman font. Format using a margin (2.5cms on the left), a footer on each page with student ID and page numbers, and 1½ line spacing. Electronic submissions will show their word count upon opening. Do not put your name on the work. All work is identified using your student ID.

Note: work that exceeds 10% of the word limit will either not be marked, or will be penalised. Word count includes in-text referencing but not your reference list.

All assignments must be in by midnight of the due date unless otherwise approved by the Module Co-ordinator. Electronic failures will not be accepted as a valid reason for assignments not being submitted on time (i.e. computer/memory stick problems).

Extensions and Special Considerations: Application for an extension must be made at least 24 hours before the due date and are only granted for 48 hours. The extension form will be signed and dated by the Module Co-ordinator. A copy of the extension form will be retained in your file. The Wintec Assignment Extension Form is accessible to you on-line. If you require a longer extension you will need to complete and submit an Application for Special Consideration form (to be used for impaired performance or failure to meet assessment dates) within five working days of illness or incident preventing submission on time. A student cannot apply for a Special Consideration towards their final grade.

Special Consideration forms must be submitted to the Student Enrolment and Information Centre (SEIC), Ground floor A:block, to be scanned on your Arion file and loaded into the Wintec process for them.

Retaining a Copy: Students must retain a copy of each assignment when they submit an assignment for marking. Always keep a copy for your own files.

Assignments will be returned within 15 working days.

Late Submission: Assignments received after the due date will incur a penalty of 5% of total mark possible, for each day past the due date without an extension.
Late submission of assessments for competence based modules will be regarded as not meeting professional deadlines and hence not competent.

All summative assessments must be submitted in order to pass each module.

Work submitted late, with an extension, must be in by midnight on the extended due date.

Process for Marking: Assessments will be marked by the Module Co-ordinator and other delegated members of the midwifery team.

Moderation: 10% of assignments will be cross marked by a second midwifery lecturer, as will all failed assessments be. A selection of assignments/exams throughout the year will be moderated externally.

Tests/Examinations: All summative tests and exams will be held in the designated evaluation week(s) of each trimester and are usually held on campus. Please refer to your assessment schedule.

Students who fail to provide an acceptable reason for non-attendance at tests/examinations will incur a fail. An acceptable reason must be submitted or communicated to the Module Co-ordinator, with supporting documentation, before the scheduled test.

All clinical hours and assessments associated with each trimester modules, must be sighted and signed off by your group tutor by the due date as these marks will contribute to your end of trimester results. Failure to do so will result in a fail.

Provision can be made for students who wish to do their assignments in Te Reo.

COMPETENCE ASSESSMENTS
All of the clinical modules use competency based assessments and receive a pass or fail grade. Clinical competence is assessed at the end of each module using the clinical portfolio to provide evidence of clinical competence. This includes attendance at clinical tutorials, completion of the required clinical hours and submission of a portfolio that includes goals, reflections, midwifery assessments, feedback from women and midwives, self assessment and participation at praxis sessions. This information is collated over the trimester and assessed in a summative assessment meeting. No resit option is available for clinical competence assessments.

Objective Simulated Clinical Examination (OSCE) are composed of two components to provide students with more than one opportunity to demonstrate their knowledge. Should you fail both components of the assessment within second and third year, you will not be eligible for a resit. First year students may be eligible for a resit following review of their other results. OSCE will include a safety question which will be identified in the assessment criteria. These must be achieved to pass the assessment.
EXAMINATIONS
Please ensure you bring the following to your exams:
Student ID Card – you may not be permitted to sit your exam if you are unable to prove your identity.

Blue or Black ball point pen

Important information

Arrive ¼ of an hour before exam is due to start

Students shall not be permitted to enter the examination room after 45 minutes has elapsed, or leave the examination room during the final 15 minutes.

Written answers to be written in ink

Mobile telephone are not permitted in the exam room.

No electronic devices are permitted in exams.

Candidates may not be accompanied during the exam

WHAT HAPPENS IF I FAIL?
All results are ratified by the Bachelor of Midwifery Programme Committee. At this time all fail results are considered and a decision is made about the best way forward to ensure the student is most likely to succeed and that meets Wintec regulations. Please see the Bachelor of Midwifery regulations for guidance. The Programme Committee decision is communicated by a formal letter, sent via email and post. Students are strongly encouraged to meet with the Midwifery Manager to discuss their options and confirm their planned study.

PROCEDURE FOR RE-ENROLMENT

Students should re-enrol in a failed module, the next time it is offered. If you fail a clinical Module, re-enrolment in that module will be subject to availability of placements.

Re-enrolment will incur a course fee. Students are reminded that failures may result in changes to eligibility of student allowances.

Students will not be permitted to:
- enrol in modules worth more than 60 credits in any one trimester without approval from the Programme Committee.
- enrol in any one module more than twice.

Any student who takes more than six months leave from the programme must undertake a formal assessment before rejoining the programme. Please see the Wintec Student Enrolment Centre to apply for a re-entry assessment. There is one re-entry assessment date for re-enrolment, scheduled each trimester, for entry into the following trimester. This assessment incurs a fee.
HEALTH DECLARATION

Wintec is required by some agencies/practitioners offering clinical placements to students, to hold documentary evidence of immunity and vaccination. This information may be shared as necessary with appropriate health professionals and placement providers.

Your GP will be able to provide you with evidence of vaccination from your medical records, or provide blood testing to ascertain your immune status if you do not have evidence of vaccination. (Students must meet the costs of any screening, treatment or vaccinations required).

1. Student completes ID, name and details
2. Present this form to your GP to complete and sign
4. Submit the completed form to Student Enrolment & Information Centre (A Block) for scanning to your Arion account

Requirements:

Hepatitis A
(i) Laboratory evidence of immunity

Hepatitis B
(i) Documented administration of three doses of Hepatitis B vaccine or
(ii) Laboratory evidence of immunity or laboratory confirmation of disease

Measles
(i) Documented administration of two doses of live measles or measles containing vaccine or
(ii) Laboratory evidence of immunity or laboratory confirmation of disease

Mumps
(i) Documented administration of two doses of live mumps containing vaccine or
(ii) Laboratory evidence of immunity or laboratory confirmation of disease

Rubella
(i) Documented administration of two doses of live measles, mumps, rubella (MMR) vaccine or
(ii) Laboratory evidence of immunity or laboratory confirmation of disease

Varicella
(i) A good history of previous varicella infection or
(ii) Diagnosis or verification of a history of herpes zoster by a health professional or
(iii) Documented administration of two doses of varicella vaccine or
(iv) Laboratory evidence of immunity or laboratory confirmation of disease

Tdap Vaccine
(i) Documented evidence of administration within the last 10 years.

MRSA Swabs must be taken if the patient
(i) Has a previous history of MRSA colonisation
(ii) Suffers from hay fever or bronchiectasis

Influenza (required during declared influenza season) obtain an Additional Form from CHASP
Wintec CHASP students will require evidence of an Annual Influenza Vaccination during the declared influenza season when undertaking clinical placement in some DHB facilities.
Students who decline or are unable to receive the influenza vaccination will be required to wear appropriate personal protective equipment (PPE) such as surgical or procedural face masks.
INJURY WHILE ON PLACEMENT
If you experience an injury while on placement please advise the midwifery tutor or use the 0800 number to be guided through the documentation process.

MEDICAL CERTIFICATE
If you have a medical certificate stating you are unable to work for a specified time period, please meet with a member of the team to discuss the implications of this. During the time stated on the medical certificate you cannot attend class, submit assessments or attend any clinical placement, unless an exemption is stated. A medical certificate is required for students returning to the Bachelor of Midwifery programme, following leave of absence for health reasons, or for repeated episodes of absence.

VULNERABLE CHILDRENS ACT (2014)
In order to comply with the provisions of the Vulnerable Children’s Act and Child Protection Policies for all ‘specified organisations’ providing a ‘regulated service’, all candidates/students will be subjected to safety checks. These will include but are not limited to;
- A Formal Interview
- Referee Checks
- A Police Vet Check
- A Risk Assessment

Any unsatisfactory result arising from the full safety checking process may result in the candidate/student being precluded/declined entry or withdrawn from the programme of study. Furthermore, students must declare any pending or new convictions arising during any stage throughout the entire enrolment period. A conviction or failure to declare a conviction may also result in the student being immediately withdrawn from the programme.

Person’s who are convicted of ‘specified offences’ will not be accepted onto any programme that requires that Person to work in an organisation providing a regulated service.

UNIFORM FOR MIDWIFERY PRACTICE
(for Midwifery Practice and Practical Assessments only. Students wear casual clothes in class)

The uniform for students in Midwifery Practice in Hospitals and Birthing Units will consist of:

- Black culottes, black dress trousers or black skirt. Black dress shorts to the knee may be worn for the summer months.

SHIRT:
- Light blue with white trim. Must have the Wintec monogram emblazoned on it.

FOOTWEAR:
- Brown or black lace-up shoes or closed in style, with a soft sole and a low heel. Socks of a matching shade to shoe colour to be worn with trousers. All footwear must be clean and in good condition.

CARDIGAN/JERSEY:
- Dark blue/black. Must not be worn during client contact.

JEWELLERY:
- A wedding ring and one set of earrings may be worn. Earrings to be small studs. For reasons of safety all other face (nose, tongue, eyebrow or other) studs or rings are to be removed. No bangles or necklaces or other rings or jewellery are to be worn except medic alert bracelet/necklace if required. Wristwatches must be removed during client contact.

UNIFORM:
- Uniforms must be clean and changed daily. Uniforms may be worn whilst travelling directly to and from work. For hygiene and personal safety reasons, students are not to wear uniforms in public places e.g. shops, supermarkets. No item of clothing worn under the uniform is to be visible e.g. t-shirts, vests or thermal tops,
long or short sleeved.

**HAIR:**
Must be washed regularly and kept clean and tidy - short or tied back.

**MAKEUP/GROOMING:**
Is expected to be of a high standard appropriate to a professional person.
All clothing must be of a professional standard and suitable for carrying out midwifery duties. Must be clean, ironed and in good condition. Changed and laundered if visibly soiled. Skirts, shorts and suits must be worn at a modest length and style.

**FINGERNAILS:**
Have short and clean fingernails. **No artificial nails and no nail polish**

**NAME BADGES:**
MUST be worn in clinical practice.

**YEAR BADGES:**
Student year badges and trimester badges must be worn in hospitals and birthing facilities. You are given the Year 1 and trimester 2 badge when you first go out into clinical placement and then you return the trimester badge at the end of each trimester for the next trimester. Each year you will exchange your year badge as well. At the end of your 3 year programme you will return your year 3 trimester 9 badge to complete the rotation of badges. Should you lose a badge at any point through the rotation you will need to pay for a new one. The replacement cost is $10.00, payable by cash at the CHASP office.

Student badges are available from the Bachelor of Midwifery Administrator located in the CHASP office, at the beginning of trimester 2, year 1 (and after trimester 1 resulting).

The BMid Administrator has a timetabled 1:00-2:00pm lunch break so that she is able to see you in your lunch break 12:00-1:00pm, most week days.

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**If your culture requires that you wear additions to the prescribed uniform please discuss this with the Clinical Co-ordinator prior to attending clinical**

Any student who reports for midwifery practice in an incomplete, unsatisfactory or unprofessional uniform will not be permitted to begin a duty until appropriately attired.
BACHELOR OF MIDWIFERY PROGRAMME REGULATIONS

Programme Code: HL0901  
Programme Level: 7  
Credits: 480  
Effective Date: January 2017

These regulations should be read in conjunction with the Institute’s Academic Regulations, clause 2 General Programme Regulations; and the current Midwifery Council Standards for pre-registration midwifery education programmes.

1. Admission and Entry

1.1 General Academic Admission:

Candidates who have no midwifery or nursing qualification must have gained University Entrance, including:

- A minimum of 18 credits at NCEA Level 3 or higher in Biology or Chemistry; and
- A minimum of 16 credits at NCEA Level 3 or higher in an English language-rich subject (such as English, History, Art History, Classics, Geography, Economics or Media Studies); and
- A minimum of 16 credits at NCEA Level 3 or higher in one additional approved subject; and
- Literacy (10 credits at NCEA Level 2 or above made up of 5 credits each in reading and writing); and
- Numeracy (10 credits at NCEA Level 1 or above); or
- Equivalent.

Candidates aged under 20 years must meet the General Admission criteria as detailed above.

1.1.2 Registered nurses seeking entry into the programme on the basis of their nursing qualification or nursing practice experience must hold registration with the Nursing Council of New Zealand as a Registered Comprehensive Nurse, or a Registered General and Obstetric Nurse and must provide a Certificate of Good Standing from the Nursing Council of New Zealand.

1.1.3 Registered health practitioners from other disciplines who have a qualification at Level 4 or above, seeking entry into the programme on the basis of their health professional qualification and practice experience must hold registration with the relevant regulatory authority in New Zealand and must provide a Certificate of Good Standing from that authority.

1.1.4 Candidates who have studied on a Midwifery Degree programme at another institution will need to meet the Wintec Bachelor of Midwifery programme entry requirements or equivalent. They will also need evidence of B grade average (i.e. above B-average) and a letter of recommendation and a confidential report on the student from the Head of School of the previous programme, before, they will be considered for admission to the Wintec Bachelor of Midwifery programme.

1.2 Special Admission:

Domestic applicants aged 20 years or above who have not met the General Admission criteria or entry requirements for the programme but who’s skills, education or work experience indicate that they have a reasonable chance of success may be eligible for Special Admission. Applicants under this criteria will be required to produce:

* Evidence of academic equivalence of the above qualifications, or
* Evidence of ability to study successfully at degree level.

* Or

* Applicants who have completed the Wintec Certificate in Introduction to Study (Health) (Level 4) or the Certificate of University Preparation (Level 4) with 65% or higher in all modules, and have a satisfactory reference from the Team Manager of these programmes will be considered for admission to the Bachelor of Midwifery programme.

Special Admission will be granted at the discretion of the Centre Director or designated nominee. Such applicants may be required to successfully complete a foundation, bridging or tertiary introductory programme as a condition of entry into higher level programmes.

1.3 Candidates who have English as a second language

Candidates who have English as a second language are required to have an overall International English Language Test System (IELTS) of 7.0, with no less than 6.5 in writing and reading and no less than 7.0 in speaking and listening; or equivalent.

In order to comply with Midwifery Council of New Zealand Regulations, these candidates will be required to demonstrate an overall IELTS of 7.5 with no less than 7.0 in any one band, or equivalent, prior to registration. (Note: achievement of this requirement is the sole responsibility of the student.)

1.4 Police Check

Prior to commencing the programme all candidates will be required to undertake a Police check at a level sufficient for safe and effective practice as a midwife.

1.5 Immunisation Status

Prior to commencing the programme all successful candidates will be required to make a declaration of their immunisation status, and will be required to undergo a medical at their own expense, either with their own doctor or at the Wintec Health Centre should you decide to enrol there.

1.6 Current Comprehensive First Aid Certificate

Candidates who do not have a current Annual Practising Certificate as a Nurse or Midwife must hold a current Comprehensive First Aid Certificate (NZQA 6400, 6401 and 6402) when they enter the programme. This must be valid for at least the first year of the programme.

1.7 Computing Skills

Candidates are required to have basic computing skills prior to starting the programme.

1.8 Communication Skills and Self Responsibility

Candidates must demonstrate strong communication skills and self-responsibility in relation to their learning and their practice.

1.9 References for programme suitability

Candidates must supply two personal reports describing their personal qualities, communication skills, and rationale for their suitability to midwifery. These must be completed by a current and/or previous employer, or a person of good standing in the community (not a friend or relative).

2. Selection Criteria

All shortlisted candidates may be required to attend an interview. For candidates who identify as either Māori or Pasifika, a whānau interview is offered.

3. Enrolment

Enrolment into this programme is on a full-time basis only.
4. Transfer of Credit

4.1 Registered nurses who seek Transfer of Credit (Recognition of Prior Learning) on the basis of their nursing qualification or nursing practice experience must hold registration with the Nursing Council of New Zealand as a Registered Comprehensive Nurse, or a Registered General and Obstetric Nurse and provide a Certificate of Good Standing from the Nursing Council of New Zealand.

4.2 Registered health practitioners from other disciplines who seek Transfer of Credit (Recognition of Prior Learning) on the basis of their health professional qualification and practice experience must hold registration with the relevant authority in New Zealand and provide a Certificate of Good Standing from that authority.

4.3 The maximum transfer of credit which may be granted without prior approval from the Midwifery Council of New Zealand towards this programme is 72 credits.

4.4 No more than 200 practice hours may be credited without prior approval from the Midwifery Council of New Zealand.

5. Programme Requirements

5.1 Candidates for the Bachelor of Midwifery shall to the satisfaction of the Academic Board follow a programme of study for a period of normally not less than three years.

5.2 Candidates are required to complete a total of 480 credits (inclusive of any transfer of credits granted).

6. Progress through the Programme

This programme will be offered in three trimesters per year as follows:

- Year One – Trimesters 1, 2, and 3
- Year Two – Trimesters 1, 2, and 3
- Year Three – Trimesters 1, 2, and 3

6.1 Pre-requisites and co-requisites are included in each module descriptor.

6.2 The pass mark for all modules is 50% except in specialist modules where this is specified in the assessment of the module. This reflects those assessments identified as “safety” assessments. For example drug calculations where a higher pass mark is required.

6.3 Candidates will be permitted to enrol only twice for any module in Year One and Year Two. Candidates who fail any module twice will be automatically withdrawn from the programme.

6.4 Candidates may have a second opportunity to pass a midwifery practice module in Year Three on only one occasion, and then only in exceptional circumstances.

6.5 In accordance with the General Academic Regulations, students will not automatically be eligible for re-enrolment in any given year if they have demonstrated unsatisfactory progress by failing half or more of the modules in their programme in their preceding year.

6.6 Candidates who take more than 6 months leave from the programme must undertake a formal assessment (theoretical and clinical) before re-joining the programme. The cost of the assessment will be met by the candidate.
7. Resubmissions/Re-sits

7.1 Candidates may be offered a resubmission/re-sit for an assessment for only one module per trimester, to a maximum of two per year in years one and two, and only one in year three, with permission from the Midwifery Programme Committee.

7.2 Resubmissions/re-sits will only be considered if:

a) the candidate has obtained at least 50% in all other modules undertaken for the trimester

b) the final mark for the module is between 45%-49% (the maximum mark that will be awarded for a resubmission or re-sit is 50%).

7.3 Any candidate who has a second enrolment in a module will not be eligible for resubmit or conceded pass for that enrolment.

8. Completion of the Programme

Candidates are required to complete the programme within a maximum of four years of study.

9. Award of the Qualification

9.1 Candidates who successfully complete the requirements as specified in 5.1 and 5.2 of these regulations will be awarded the Bachelor of Midwifery.

9.2 Candidates for the Bachelor of Midwifery should note that successful completion of the degree alone is not sufficient to confer registration. Candidates who have completed the degree successfully, will be required to, on the first available occasion, sit the Midwifery Council’s National Examination for entry to the Register of Midwives. Candidates who do not pass the examination at the first attempt will be permitted only one more attempt at the next available date.

Wintec Bachelor of Midwifery students are bound by both the Wintec Academic regulations and the Midwifery Programme regulations monitored by the Midwifery Council of New Zealand.
GENERAL INFORMATION

AEGROTAT
The consideration of an impairment that impacts on the preparation for, and/or performance in, an assessment item where no further reassessment opportunity is available.

- Aegrotat is not available for competency based assessment;
- Aegrotat is not available for assessment item/s that measure a learning outcome/s that is not measured by any other assessment item/s within that module;
- The assessment structure specifies which learning outcomes are measured by each assessment item;
- In most cases this limits aegrotat to final examinations.
- Aegrotat is only available where there is no opportunity for further assessment attempts;
- Assessment items should be scheduled so that reassessment opportunities are available and manageable. In most cases this limits aegrotat to final examinations.
- An aegrotat creates an annotation to the final grade – ‘(a)’. P:a

Due to expectations of the midwifery profession an aegrotat pass is used only in specific circumstances.

APA REFERENCING

References – a list of published works you have referred to and used when researching an essay or report.

Why Reference?
You need to know the correct way to refer to published works when writing essays or reports to:
1. acknowledge your use of someone else’s material in your research
2. enable your readers to locate the work to which you refer
3. show anyone assessing your work, the extent of your research

Some students think that showing they have used other people’s ideas in their work is a sign of weakness or unoriginality – this is not the case: it shows that you are familiar with current writing on your topic, and will add weight to your own argument.

If you do not indicate that some of the ideas or words you use came from someone else, you are guilty of plagiarism, the academic equivalent of theft. This is regarded as serious academic misconduct and may result in you failing the assessment.

Full information on APA is available on the web. http://www.apastyle.org/elecref.html

ASSESSMENT OF STUDENT LEARNING

The Academic Regulations are available in Waikato Institute of Technology Calendar. (Current copies can be viewed in the Library or on the web: www.wintec.ac.nz. Please read them.)

These notes provide a guide only.

Assessment for each module is by means of summative assignments and/or tests and summative assessments of practical work. Tests may include written tests and skills tests.

As each module builds on previous learning all assessments will expect that past learning has been retained and may include previous work. In particular this relates to drug calculations, cultural competence and communication.

Details for assessment of each module will be included in the module outlines which will be available to students at the commencement of each semester. The assessment details will include:
- the type of assessment
- weighting (i.e.: what it is worth as part of the total)
assignments and marking criteria for assignments as relevant

Most modules will have more than one piece of assessment, in order to give students a fair assessment distribution.

The assessments will take into consideration the Learning Outcomes of the individual module as well as the overall programme outcomes.

The primary focus of assessments is to ascertain the extent to which students are able to:
- obtain, organise and analyse information
- identify and solve problems
- exercise judgement
- utilise theoretical knowledge experiences and resources effectively
- consider relevant legal, ethical and cultural aspects
- discuss, defend and present views effectively
- select and assign priorities to meet deadlines
- present ideas through formal written language (in the written assignments)

In the case of Group Assignments the focus will extend to interpersonal skills needed for a professional career which requires team co-operation and participation and group decision making.

RESULTS

Official Result Notices will be issued after each trimester following acceptance by the Programme Committee. Results will NOT be given out over the phone due to the Privacy Act. Results on Arion are provisional.

APPEAL PROCEDURE

Any students who consider their work has been unfairly/incorrectly assessed, or who have failed an assessment or module are entitled to have the assessment reconsidered. Please refer to Academic Regulations available on the Wintec website.

MISCONDUCT

See Academic Regulations for description and penalties related to Academic Misconduct.

STUDENT COMPLAINTS POLICY

Refer to Waikato Institute of Technology Calendar or Student Enrolment and Information Centre for a copy of the Complaints Policy brochure. See also Wintec Academic Regulations.

TUTOR/WHANAU GROUP SUPPORT

Each student enrolled in the Bachelor of Midwifery Degree will be allocated a Group Tutor. The tutor will provide support and information with regard to their progress through the programme. The student must meet with their Group Tutor to discuss their overall progress each trimester. Please email your group tutor directly to arrange your appointments (firstname.surname@wintec.ac.nz).
CODE OF CONDUCT FOR STUDENTS
Following enrolment at Wintec students are expected to:
- comply with all statutes, policies, regulations and procedures
- exercise responsible and safe use of Wintec’s resources; and
- accept the consequences of non-compliance with statutes, policies and regulations of misuse of resources.

Respect for the rights of others.
All students are expected to respect the rights of fellow students, staff and the wider Wintec community.

Accordingly students are expected to:
- refrain from all forms of discrimination, intimidation and harassment of fellow students, staff and the wider Wintec community;
- respect the privacy of individuals at all times;
- ensure personal and confidential information is used only for the purposes for which it was intended, in accordance with the Privacy Act 1993;
- avoid behaviour which might cause disruption to the Wintec community.

Copies of the policies are available online, in the Library and at the Students’ Association office.

The Midwifery Council of New Zealand’s Code of Conduct, can be found on the Council’s website. [www.midwiferycouncil.health.nz](http://www.midwiferycouncil.health.nz)

CELL PHONES
All midwifery students must have either a cell phone or a pager. Cell phones MUST be turned off in class and MUST NOT be used or be taken into any assessments (e.g. tests, presentations, exams.)

Please ensure that you have an appropriate and professional voice message identifying yourself.

CHANGE OF ADDRESS/PHONE NUMBER
Please advise Student Enrolment and Information Centre of any change of name, address or telephone number during your programme of study. This will ensure we can keep in touch with you and that important information gets to you.

COPYRIGHT AND THE INTERNET
Articles and pages of a website are regarded as literary works under the Copyright Act and are therefore protected by copyright. Often a website will include a copyright notice setting out what may be copied, downloaded or printed from the website. In certain instances, material may not be accessed without subscription or electronic payment. Where no information on the use of website material is provided, use the following guidelines.

Copying purposes
For research and private study only.

Person making copy
Individual carrying out research or private study (lecturer, teacher, student), or prescribed library making copy on their behalf.

Amount of work to be copied.
- Insubstantial portion of website material (one item or section)
- Insubstantial portion of an electronic publication (one chapter or up to 10%)
- One article from an electronic journal freely available on website.
Number of copies allowed.
- One single copy only, which may not be copied further.
- Electronic copy can be made on hard or floppy disk for individual’s private study and only one copy can be made from this electronic copy.

Fair Dealing
The following uses are not considered “fair dealing” on the internet, and any such use must first be cleared with the website owner.
- Copying of all website or all of electronic publication for permanent electronic storage
- Copying and pasting extracts from a website into your own work.
- Multiple copying of material downloaded from a website
- Using downloaded printouts for anything other than research or private study
- Using hyperlinks from your website to others, without permission
- Pasting of material from books, journals or periodicals to your own website.
- Uploading any copyright material to user groups or bulletin board.

FIRE DRILL AND EMERGENCY PROCEDURES
Students are requested to read the evacuation notices in teaching rooms regarding emergency procedures. If a fire alarm sounds, leave the building immediately. In event of emergency Floor Wardens will direct you to a safe place.

GRADUATION
Wintec Graduation Week is held during March/April each year.

Students who have completed the requirements for the Bachelor of Midwifery will have their degree conferred in person or in absentia.

If you are having your degree conferred in person you are required to wear the correct regalia. You will be sent information on Graduation in January/February of the year you are to graduate. There is a fee to hire the regalia of approximately $100 of which $50 is a refundable deposit. Further details are available on the Wintec Website.

It is important that you notify the Student Enrolment & Information Centre of any change of address to enable us to send you graduation information.
(0800 2 Wintec or info@wintec.ac.nz)

NOTICE BOARDS
The Bachelor of Midwifery programme’s notices are posted on:
The Bachelor of Midwifery Moodle Meta Communication Site
**Notices posted on this site will be deemed to have been read by students.**

OCCUPATIONAL SAFETY AND HEALTH
All students must adhere to the Wintec general OSH policy and course safety information. The OSH policy can be found on the Wintec website.

PERSONAL STUDENT FILES
Applications and scanned copies of all documentation submitted with your application are held by the Student Information and Enrolment Centre in an electronic file.
Information that is specific to the Midwifery programme is kept on a personal file in the Centre for Health and Social Practice. You are able to access your file at any time during your enrolment in the programme. Please contact the relevant area depending on the file you wish to see.

Your student ID card is required as proof of identity when you wish to look at your file. In accordance with the Principles 6 and 7 of the Privacy Act 1993, you have the right to correct information held about yourself. Your file in the Centre for Health and Social Practice will contain specific programme documentation (where applicable):

- Copy of current comprehensive first aid certificate (NZQA Units 6400/6401/6402).
- Wintec Declaration Form
- Waikato Institute of Technology Centre for Health & Social Practice Confidentiality Form
- Waikato DHB Confidentiality Form in relation to clinical placements.
- Health Screening Declarations
- Copies of Clinical Practice Assessments for Midwifery Council of New Zealand
- Copies of file notes to demonstrate student assistance and academic counselling
- Copies of correspondence sent by the Centre for Health and Social Practice.
- Copies of RPL/TOC applications and approvals
- Copies of evaluation feedback from women and midwives

Documents held by the Centre for Health and Social Practice will be kept for one year after you have completed the programme. After that date they will be archived.

PRIVACY ACT
Under the constraints of the Privacy Act, staff at Wintec are unable to give out information relating to students. If students have family and/or friends who need to know their whereabouts, students should ensure that these people know their timetable and personal cell phone number.

SCHOLARSHIPS
There are a wide range of grants and scholarships available to students. Many are listed on ‘Moodle’ and/or on an internet database called ‘Breakout’. Some specific scholarships are also available. Please check the Wintec website regularly. www.wintec.ac.nz

TELEPHONE ACCESS
Telephones are situated in each building for students for local Hamilton and internal use. CHASP reception has a phone you can use to contact your tutor to let them know that you have arrived for your appointment with them (previously organised with them via direct email). Tutor’s extension numbers can be found located on the noticeboard beside the CHASP reception phone.

TE REO MĀORI
Wintec recognises Te Reo Māori as a taonga and supports the Charter of the institute in its commitment to the partnership intent of the Treaty of Waitangi.

Students who wish to use Te Reo Māori in any of their assessments should complete the notice of intention form available on-line. Completing this form at the outset of the course will ensure that arrangements are made for an appropriate assessor and that there is no delay in returning student’s work. Please see Wintec policies on the website. www.wintec.ac.nz
STUDENT FORUMS AND EMPLOYER PARTNERSHIP GROUP (EPG)

STUDENT REPRESENTATIVES - STUDENT FORUM
To share information, concerns, suggestions, organizational issues and changes in order to maintain effective communication and work constructively to enhance the quality of programmes in the Centre for Health and Social Practice. A representative should be elected from each class.

Membership shall comprise
- Student Representatives for each year of study
- Director, Centre for Health and Social Practice
- Midwifery Manager, Science representative
- Programme Administrator to take minutes/notes

General
- Meetings will be held a minimum of three times a year.
- This channel of feedback is not to replace grievance procedure outlined in the Student Handbook.
- Forum does not replace other forms of feedback. Representatives are the voice of class. It is essential that student representatives check with class views before they are voiced in the forum.

WINTEC FACILITIES – CENTRE FOR HEALTH AND SOCIAL PRACTICE

CLASSROOMS, LABORATORY AND SIMULATION SUITE
Lecture theatres, classrooms and seminar rooms with audio visual and other teaching aids are available as a shared facility within the Institute.
The Centre for Health and Social Practice has:
   (a) A practice suite with:
      • ward with hospital beds, bathroom and sluice room
      • community spaces
      • 2 treatment rooms
      • a midwifery resource room (Ruby’s Room).
   (b) A demonstration and seminar room

SCIENCE LABORATORIES
Science laboratories are shared with the science department with technician support.

GUIDE FOR CONDUCT IN THE SIMULATION SUITE
- Professional behaviour is expected from all users of the Simulation Suite. It is expected that participants engage with all scenarios as they would in the clinical environment.
- Anyone intentionally damaging Simulation Suite property or removing equipment from the Centre may be subject to disciplinary action. All equipment should be treated with care and respect.
- Students are expected to be punctual for simulations sessions.
- No food or drink to be consumed in the simulation rooms.
- Students agree to engage fully with all scenarios in order to maximise learning outcomes for themselves and others.
- Performance in the Simulation Suite is confidential and should only be discussed with participants and tutors who were present at the session. This is to protect participants.
- All scenarios that are run in the Simulation Suite are confidential and details should not be discussed outside the group. This is to maximise learning for those that have not yet engaged with the scenarios. Scenarios are used multiple times and take time and effort to create.
MY LEARNING - WINTEC STUDENT PORTAL

ACCESSING MY LEARNING

Not sure about your timetable? Want to check your email?
Time to find out your results? Studying Online?

Login to MY LEARNING for everything you need online in one place! MY LEARNING is available at any time of the day or night AND you can access it wherever you are - whether it's on campus, at home or at work.

ON CAMPUS

Once you are logged in to the network, open a browser and your Mysite (your personal Wintec Student Portal page) will appear. You don't need to login anywhere else as it's all in MY LEARNING.

OFF CAMPUS

Type the following address in to a browser: https://mytec.wintec.ac.nz and log in using your Wintec network login. For assistance please contact the Wintec Student Helpdesk: located in the HUB.
Email Student.Helpdesk@wintec.ac.nz, or phone (07) 834-8800 extn 7000 or 0800 587 500

STUDENT HELPDESK (located in the HUB at the entry to the library).

Wintec has a dedicated Student Helpdesk that provides direct technical and IT support to all Wintec students. ITS Student Helpdesk is focused on providing excellent customer support for walk-in and phone enquiries. If you decide to study at Wintec, you will be able to access this free service which includes:

- Resetting student user account passwords
- Help students with computer lab access
- Direct lost students to the appropriate Wintec facilities

If you would like to know more about this service we offer, please contact our Student Enrolment & Information Centre.

CODE OF CONDUCT FOR COMMUNICATION ACTIVITIES ON MOODLE

Moodle discussion boards provide the opportunity for students, lecturers and programme administration staff to communicate with each other. The following guidelines (or Code of Conduct) sets out some guidelines for how we will relate to one another through a Moodle communication site.

Purpose of discussion boards.
Academic discussion within the programmes offered by the Centre for Health and Social Practice, promotes the critical exploration of relevant ideas and opinions of students and staff about aspects of theoretical learning and experience in clinical practice. Discussion postings and requests for information should be respectful, perceptive and thoughtful.

Message titles.
High volumes of messages can occur in some discussion boards, and as not all students or lecturers follow all of the discussion on a site, it is important to clearly address or title your postings so it will be seen by the person or people it is intended for.

Message response times
Centre for Health and Social Practice staff will attempt to respond to student requests for information or assistance posted on a moodle discussion board within one working day. Students who are enrolled in Centre for Health and Social Practice programmes need to ensure that they have access to, and participate in, the relevant communication sites for their programme of learning.
Contextual and ethical considerations
The material that is discussed on a discussion board belongs to the people who post it. This material should not be quoted out of context or used in another place without the author’s permission. Private postings should remain private unless permission is gained from the original author to share private information on the open part of the discussion board.

Courteous postings
Students or staff who feel that any messages are offensive to them are asked to contact the lecturer for the module, or the programme co-ordinator where appropriate. Please email the intended recipient of the information that is sensitive rather than using the discussion area to escalate any disputes.

Virus information
Take care with attachments. It may be preferable to copy material into a message rather than attach it as a file.

Social networking Sites
Social networking sites (e.g. Facebook) are a way of communicating personal information with friends and family. There are risks and benefits using such sites. Midwives and midwifery students must be cautious when posting any information, and also when using other forms of electronic communication such as blogs, forums, e-mail, Instagram and Twitter. Inappropriate use may result in you being removed from clinical placement and from the midwifery programme. Please refer to the Midwifery Council of New Zealand webpage, and in particular, the Code of Conduct, for more information: http://www.midwiferycouncil.health.nz/conduct

HEALTH AND SAFETY, PRIVACY MATTERS

Students on clinical placement are to comply with the Health and Safety policies and procedures of the facility they are placed in. It is also the student’s responsibility to contact the Midwifery Clinical co-Ordinator in the event of an incident or accident that they are directly involved with. Copies of all documentation related to the incident or accident must also be submitted to the midwifery Clinical Co-Ordinator.

If an emergency occurs while a student is on placement in a facility, it is the student’s responsibility to follow instructions given to them by the facility staff.

It is the student’s responsibility to observe and maintain the provisions of the Privacy Act 1993 and its amendments, particularly in regard to any patient related information.
Please note Students are not permitted to photocopy or remove any patient records from any clinical area.

At Waikato District Health Board facilities, flash drives (USB sticks) are not permitted to be used by a student in clinical placement.
# STUDENT DECLARATION

I, (Name) ___________________________ Date: ___ / ___ / ______ Student ID: __________________

hereby declare that I have read the Bachelor of Midwifery handbook, 2017, and that I fully understand and can meet the requirements of the programme.

☐ YES I understand that I may have to travel away from my home for clinical placements.

☐ YES I understand that all additional costs associated with my placements are my responsibility: childcare, travel, accommodation, internet access, comprehensive first aid, health declarations etc.

☐ YES I have a full driver's licence

☐ NO I do not have a full driver's licence. Please describe your plan to attend clinical practice:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

☐ YES I have full access to a reliable means of transport

☐ NO I do not have access to a reliable means of transport. Please describe your plan to attend clinical practice

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

☐ YES I have a cell phone or pager (with a professional answerphone message)

☐ YES I have access to a reliable computer with internet/broadband access.

☐ YES I understand I must complete the Wintec CHASP Health Declaration form, at my own expense and submit a copy, to the Midwifery Administrator in the CHASP office, before I can go into clinical practice. **PLEASE KEEP ORIGINALS as these may be requested before entering a clinical facility.**

☐ YES I understand that I must have a current comprehensive first aid certificate before I can start clinical practice. A copy of this must be submitted to the Midwifery Administrator to keep on your file.

☐ YES I understand that the Bachelor of Midwifery programme is full-time study (35.5 hours/week), making opportunities for paid employment limited.

☐ YES I understand that I must meet with my Group Tutor once per trimester. It is my responsibility to email my Group Tutor for an appointment.

Student's signature: ________________________________