

FREQUENTLY ASKED QUESTIONS 2016

BTECH: OCCUPATIONAL HEALTH NURSING (BTOCNU)

1. WHAT IS THE COURSE AIM?

This course offers nurses registered with the South African Nursing Council (SANC), as a Professional Nurse, the opportunity to specialise in occupational health nursing and leads to a qualification as an Advanced Occupational Health Nurse Practitioner (R212).

The purpose of the qualification is to enable the qualifying person to apply advanced occupational health nursing strategies and technologies. Appropriate management principles are utilized to enable the practitioner to provide a comprehensive occupational health service geared towards protecting worker health and ensuring a safe and healthy work environment.

2. HOW DO I APPLY?

To apply, visit the website at: <http://www.cput.ac.za> and download the application forms. Application forms are also available for collection at the administrative office of the Cape Peninsula University of Technology (CPUT), Bellville Campus.

3. WHAT SHOULD I DO IF I AM AN INTERNATIONAL STUDENT?

International students should visit the South African Nursing Council (SANC) website: www.sanc.co.za to obtain the guideline for registration of foreign nurses, in order to pursue studies for an additional qualification in South Africa. Alternatively, you could obtain a copy of the guideline at the reception of the Post-Basic Nursing office in the Education Building, B Block, Bellville Campus. Verify your qualifications with the South African Qualifications Authority (SAQA) on-line. The website is www.saga.org.za.

No international students will be accepted on any CPUT postgraduate nursing programme unless proof of SANC registration as a student is provided with the application. You may

apply for a provisional acceptance letter from the CPUT International Office, for submission of an application for a study permit to the Department of Home Affairs. **However, this does not automatically qualify you for registration as a student at CPUT as the proof of the SANC registration is required to allow access to the programmes.**

4. WHEN SHOULD THE APPLICATION FORMS BE SUBMITTED?

Application forms should be submitted with R100.00 application fee by 28 August 2015 for International students or 30 September 2015 for non-International students. **The fees are subject to change.**

5. WHAT ARE THE ADMISSION REQUIREMENTS?

Applicants must have certified copies (certification not exceeding three (3) months) of the following:

- Senior certificate or equivalent
- Undergraduate qualification results
- Proof of registration with SANC as a Professional Nurse for the current year (2015)
- Proof of membership of a professional body for indemnity purposes e.g. DENOSA, SAMWU, NEHAWU, SASOHN, etc.

Each applicant must make four copies of the above documents – one to be included with their application, one copy to be handed in at registration and two copies to be submitted to the nursing department. Please note that it is the responsibility of the learner to maintain both their SANC and indemnity memberships for the duration of their study period.

Furthermore, all applicants must:

- Have completed their year of Community Service post-training (and be in possession of their SANC receipt listing their qualification/s of practice POST completion of community service), and
- Attach an updated curriculum vitae to their application.

6. WHO DO I CONTACT REGARDING POST- BASIC NURSING QUERIES?

Ms C. Samaai at 021-9538426 or email SamaaiC@cput.ac.za and Ms J. Adams at 021-9596183 or AdamsJu@cput.ac.za between 09h00 – 16h00.

7. WHO ARE THE FACILITATING LECTURERS?

Ms Margot Pretorius. Contact details: PretoriusM@cput.ac.za OR Tel. 021-959 6093

8. WHAT IS THE DURATION OF THE COURSE?

The BTech: Occupational Health Nursing qualification is offered as a one-year full time or two-year part time programme. Full time students have one year to complete the course while part time students have two years to complete the course.

Should you exceed the duration of the one/two years of study due to incomplete practicum, it is your responsibility to ensure that you are registered for the required module and that you meet the current requirements of that module. Students may not register for another course e.g. Diploma: Nursing Management if the BTech degree and practical requirements are not completed.

9. HOW IS THE COURSE STRUCTURED?

The course includes four subjects. Students are advised to register for and commence with the elective subjects.

Elective subjects:

Occupational Health Nursing Physical assessment (OHN401S)

Occupational Health Nursing (OHN402SB)

Occupational Health Nursing Experiential Learning (OHN403S)

Occupational Health (OCH402S)

Core subjects

Professional Practice (NMA401S)

Health Information Systems (NMA402S)

Management and Organisation (NMA403S)

Epidemiology (NRE101S)

Research Methods (NRE102S)

10. DO I NEED TO WRITE AN ENTRANCE EXAMINATION?

No entrance examination is required.

11. WHEN WILL I ATTEND LECTURES?

Please take note that attendance of all the classes is compulsory. Should you miss a class a formal, written apology is required and, for missing a test or examination, a medical certificate is required. Should you miss a class the onus will be on you to update yourself on what you have missed. No additional notes will be made available for learners if they were absent from classes when the material was presented. Please ensure that you ask a fellow learner to collect any handouts that were distributed in class for you.

Non-attendance will negatively impact on your study achievements and therefore a 100% attendance should be aimed for. Your success will be deferred should you attend less than 80% of the scheduled lectures. An attendance register will be present at each class – please ensure that you sign it.

11.1 Class dates and times

Computer skills development:

Compulsory computer skills training will be offered on the six consecutive Saturdays – the dates will be confirmed on registration.

Block on Physical Assessment:

The compulsory Physical Assessment block is booked for 1 – 5 February 2016 and competency assessments will take place in the weeks of 8 – 12 February 2016 and 22 – 26 February 2016. This block is a prerequisite for learners to continue with the experiential learning.

Lectures/Contact sessions:

The lectures for the Occupational Health Nursing subjects will be offered on a one day a week basis i.e. on every Tuesday, from 09h00 to 16h00. These Tuesdays are contact sessions and do not include the other experiential learning required.

The Research lectures will be offered every Monday evening from 17h30 to 20h00.

The Nursing Management lectures will be offered every Thursday evening from 17h30 to 20h00.

Additional short courses:

Two additional compulsory sessions that must be attended are:

- HIV/AIDS Management in the workplace workshop
- Emergency update/Basic Life Support

The dates and venues will be confirmed during class sessions.

12. WHEN DO I ATTEND OCCUPATIONAL HEALTH NURSING EXPERIENTIAL LEARNING?

Experiential learning will be completed during your own time between Mondays and Fridays. According to SANC requirements, you are required to complete 200 practical hours. A portion of these hours will be coordinated by the Clinical Skills Coordinator, Mrs Natalie Copeling.

13. WHEN DO I REGISTER?

You will receive an official acceptance of your application from the Administrative Office. This letter will confirm the date of the online registration in January 2016. You should ensure that you are registered for all the modules that you require as well as for the subjects that you are requesting exemption for.

14. IS ORIENTATION COMPULSORY?

Orientation is compulsory for all first year students and will be done the first Saturday after registration. This is the only time that you will be orientated to the Library, Writing Skills Centre, Information Technology Department and Safety and Security department. You will be introduced to and addressed by the Dean of the Faculty of Health and Wellness Sciences and the Head of Department of Nursing Science. The lecturers and course facilitators will be there to welcome you and answer questions.

15. WHAT IS THE COST OF THE COURSE?

Note: The fees are increased annually.

The registration fee will be included in the official acceptance letter. The projected 2016 fees, which are subject to change, are:

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| Occupational Health Nursing Physical assessment (OHN401S) | R1350.00 |
| Occupational Health Nursing (OHN402SB) | R1350.00 |
| Occupational Health Nursing Experiential Learning (OHN403S) | R1350.00 |

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|---------------------------------------|----------|
| Occupational Health (OCH402S) | R3806.00 |
| Professional Practice (NMA401S) | R924.00 |
| Health Information Systems (NMA402S) | R924.00 |
| Management and Organisation (NMA403S) | R924.00 |
| Epidemiology (NRE101S) | R924.00 |
| Research Methods (NRE102S) | R1793.00 |

A fee of R250.00 will be charged per subject for printing, notes and handouts. Details regarding prescribed books and costs will be available at Orientation.

16. WHAT SHOULD BE DONE IF I APPLY FOR EXEMPTION OF SUBJECTS?

The following points give details on how to apply for exemption for a subject.

- Only students who are registered may apply for an exemption.
- Exemption can at most be awarded for 50% of the BTech programme i.e. for a maximum of two subjects if the qualification was obtained at another institution.
- An application for exemption does not mean that approval is automatic therefore students must attend class until the exemption has been granted.
- A formal written application for exemption of any subject has to be submitted to the Faculty Office; application forms will be available at orientation.
- Applications should be accompanied by the following:
 - Receipt of payment
 - Certified copies of evidence to substantiate the application e.g. certificates, diplomas, transcripts (content of the subject) and marks (academic record).
- Currently, a fee of R40.00 is required for recognition of internal subjects and R80.00 for recognition of subjects acquired at another institution. These fees are subject to change.
- Complete the front page of the application form only.
- Applicants are responsible for ensuring that their applications have been submitted and followed up with the respective lecturers, until they have been informed that their applications have been approved.
- You may apply for an exemption for Nursing Management 4 if you are registered with the SANC as a Nurse Administrator and you submit your transcript and marks from the institution where you obtained the qualification.

- You may apply for an exemption for Nursing Research 1 if you have previously written a research proposal and you provide the transcript and marks from the institution where you obtained your qualification. You should have obtained at least 60% for this subject.

17. WHAT SHOULD I DO IF MY QUALIFICATION WAS OBTAINED MORE THAN 10 YEARS AGO OR IF I HAVE NOT PRACTICED OCCUPATIONAL HEALTH NURSING SKILLS?

- Register for all four (4) occupational health subjects i.e.:
 - Occupational Health Nursing Physical assessment (OHN401S)
 - Occupational Health Nursing (OHN402SB)
 - Occupational Health Nursing Experiential Learning (OHN403S)
 - Occupational Health (OCH402S)

18. WHAT IS THE QUALIFICATION THAT I WILL BE REGISTERED WITH?

After successful completion of the BTech: Occupational Health Nursing degree, the names and declarations of learners will be submitted to SANC for registration of an additional qualification in Occupational Health Nursing Science (R212).

19. WHAT SHOULD I DO IN ORDER TO REGISTER WITH SANC AFTER COMPLETION OF THE QUALIFICATION?

Apply to SANC using the application form and pay the required fee for the registration of the additional qualification in Occupational Health Nursing Science (R212). The fee was R300.00 in 2015.

Submit proof of payment to SANC and a copy of the application form, to the secretary's office before graduation in order for your name to be forwarded to SANC. Failure to adhere to this process could lead to a delay in registration of your qualification at SANC.

Thank you for enquiring about our course. We look forward to seeing you in 2016.