

Memorandum

To Past students of the Northern District School of Nursing
From Mr. Ross Elford
CC
Subject Instructions in Applying for Access to Student Details from LTU Archives
Date 14/04/2010

Dear past student,

The La Trobe University Archives holds two collections of records relating to your time as a student of the Northern District School of Nursing. These are:

- **2007/106:** *Student Record Cards, 1950 – 1987*
- **2008/031:** *Student Assessment & Correspondence Files*

To assist you in your choice of records to access, a detailed description of these collections has been provided to the organisers of the NDSN reunion.

In applying to have access to your records, please follow the steps below:

- Email Records&ArchivesServices@latrobe.edu.au and include the following details:
 - Your name (including your maiden name, if necessary)
 - Your date of birth
 - The collection/s (see above) you would like to access
- Records Services will then scan your records and attach these in a return email
- Should alternative arrangements be necessary due to, for example, the unavailability of email or a preference to view the records in person, please contact the Manager, Records Services on the phone number detailed above. Please note that records can be viewed in person at either the Bundoora or Bendigo campuses.

Kind regards

Ross Elford

Manager, Records Services

La Trobe University

Accession Number	Title
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2007/106

Student Record Cards 1950 - 1987 (Northern District School of Nursing)

Provenance

NORTHERN DISTRICT SCHOOL OF NURSING (NDSN - 1950 - 1987)

Quantity

10

Storage Container Type STANDARD ARCHIVE BOX

1950

Date To

1987

Date Qualifier

Years in which students undertook studies with the Northern District School of Nursing

Arrangement

Arranged in two alphabetical order sequences according to student surnames

Retention

Recommendation

PROS 02/01 - 11.3.0 (Permanent)

Access

Considerations

Requires approval from Records Services.

Full Note

Includes a complete collection of student record cards for each student undertaking studies with the Northern District School of Nursing between the years 1950 and 1987. In accordance with the constitution of the Northern District School of Nursing, the Dean was required to keep a record of each nurse showing name, address, age, photograph and details of training received. In practice, the student record card includes (but not limited to):

- Personal details (ie. name, address, place of birth, age, next of kin);
- Subject and placement details (subject type, number of hours, placement location and hours);
- Comments regarding training;
- Summary of practical ability and aptitudes; and
- State examination details which lead to the award of a registered nurse.

The Northern District School of Nursing was established in 1950 for the purpose of providing a high standard of Nurse Education in the northern region of Victoria. The School marked the beginning of a new era in Nursing and offered one of the most modern systems of Nurse Education in Australia. Training placements included the Swan Hill District School of Nursing, Bendigo Base Hospital, Echuca District Community Hospital, Castlemaine District Community Hospital, and Mildura Base Hospital. The objects of the School were:

- To raise the standard of training of the nurses within the region;
- To provide theoretical training for all students receiving general training at hospitals;
- To cultivate and maintain the highest principles of nursing practice and ethics;
- To bring together members of the nursing profession, both trained and student nurses, for purpose of scientific discussion and practical demonstration of nursing subjects; and
- To acquire a library of scientific works and to maintain, extend and improve such library from time to time.

The training program involved a three year course divided into blocks of study and practical training with hospitals. Each study block included written and practical tests. Two state examinations were held during the three year course. These examinations were conducted by the Victorian Nurse Council, which was the registered authority for Victoria.

ARCHIVE COLLECTION

LA TROBE UNIVERSITY

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Accession Number

Title

Continued...

The student record card represents detailed recording of each block of study and practical training.

In respect to the arrangement of these cards, there are two sequences. The first sequence represents boxes 1 to 7 in which cards are arranged in alphabetical order according to surnames. The second sequence represents boxes 8 to 10 in which cards are arranged in alphabetical order according to surnames.

Accession Number	Title
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2008/031

Student Assessment & Correspondence Files - Northern District School of Nursing (NDSN)

Provenance NORTHERN DISTRICT SCHOOL OF NURSING (NDSN - 1950 - 1987)

Quantity 106 *Storage Container Type* STANDARD ARCHIVE BOX

1950

Date To 1989

Date Qualifier Years in which students undertook studies.

Arrangement Alphabetical order according to student surnames.

Retention Recommendation Recommend - Retain Indefinitely.

Access Considerations Requires approval from Records Services.

Full Note This collection includes a file for each student completing training with the Northern District School of Nursing (NDSN) between the years 1950 and 1987. Each file includes the original application for undertaking study followed by assessments undertaken during training at hospitals. Also includes correspondence with the Victorian Nursing Council regarding state examination application and confirmation of completing studies.

During the three year course, training was performed in blocks in which students received practical nursing experience at hospitals where supervision was provided by qualified nursing staff. Training at hospitals also included lectures and clinics in which students were assessed. The curriculum for training was developed by the Nurses' Board of Victoria.

The associated hospitals to the training program included:

- Swan Hill District Community Hospital;
- Bendigo Base Hospital;
- Castlemaine District Community Hospital;
- Echuca District Community Hospital;
- Mildura Base Hospital and
- Maryborough District Hospital
- St Arnaud District Hospital

This collection compliments student record cards held in consignment 2007/106 as evidence of training.