School of Nursing

NMIH104: Art and Science of Nursing B

Subject Outline
Autumn, 2016
On-Campus
Wollongong/Southern Sydney /Shoalhaven / Batemans Bay / Bega

Subject Information
Credit Points: 6
Pre-requisite(s): Nil
Co-requisite(s): NMIH103
Restrictions: Nil
Contact Hours: 2 hours lectures (online), 2 hours tutorial per week, 6 x 2 hour laboratories through session, 10 days practicum

Subject Contacts
Subject Coordinator/Lecturer
Name: Ms Carolyn Antoniou
Location: Wollongong, Building 41, Room 223
Telephone: 61 2 4221 3201
Email: carolyn_toldi@uow.edu.au
Consultation mode and times: Refer to NMIH104 Moodle site for consultation times

Student Support and Advice
For general enquiries please contact StudentHub 41:
Location: 41.138B
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au
Student Consultation and Communication

University staff receive many emails each day. In order to enable them to respond to your emails appropriately and in a timely fashion, students are asked to observe basic requirements of professional communication:

Please ensure that you include your full name and student number and identify your practical class or tutorial group in your email so that staff know who they are communicating with and can follow-up personally where appropriate.

Consider what the communication is about

- Is your question addressed elsewhere (e.g. in the subject outline or, on the eLearning site)?
- Is it something that is better discussed in person or by telephone? This may be the case if your query requires a lengthy response or a dialogue in order to address. If so, see consultation times above and/or schedule an appointment.
- Are you addressing your request to the most appropriate person?

Specific email subject title to enable easy identification of issue

- Identify the subject code of the subject you are enquiring about (as staff may be involved in more than one subject) put this in the email subject heading. Add a brief, specific query reference after the subject code where appropriate.

Professional courtesy

- Address the staff member appropriately by name (and formal title if you do not yet know them).
- Use full words (avoid ‘text-speak’ abbreviations), correct grammar and correct spelling.
- Be respectful and courteous.
- Allow 3 – 4 working days for a response before following up. If the matter is legitimately urgent, you may wish to try telephoning the staff member (and leaving a voicemail message if necessary) or inquiring at the School Office.
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Section A: General Information

Subject Learning Outcomes

<table>
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<tr>
<th>On completion of this subject, students should be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. describe and participate in care planning identifying the sources of knowledge;</td>
</tr>
<tr>
<td>2. describe and participate in nursing skills utilised in the activities of living approach to patient/client care;</td>
</tr>
<tr>
<td>3. describe key Work Health and Safety principles in the context of nursing;</td>
</tr>
<tr>
<td>4. describe and apply principles of safe nursing practice;</td>
</tr>
<tr>
<td>5. demonstrate an ability to consider diversity and to incorporate differences in culture, age, gender, ethnicity religion and disability into plans of care;</td>
</tr>
<tr>
<td>6. describe the role of biological, psychological, social cultural, environmental and politico economic factors on activities of living.</td>
</tr>
</tbody>
</table>

Subject Description

This is a foundation subject in the undergraduate programme and complements Art and Science of Nursing A. It extends the understanding of the art and science of nursing. The prerequisites of nursing practice are knowledge, skills and behaviours therefore it is imperative that the students of nursing are exposed to the essential elements that underpin safe practice and are prerequisite to all other nursing subjects. Students will have the opportunity to participate in care delivery in practice during a 10 day workplace experience placement attached to this subject. This subject will provide a basis for safe nursing practice. It will introduce the student to the skills required in the nursing process and the activities of living model as the approach to the organisation of patient/client care.

eLearning Space

This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column. For information regarding the eLearning spaces please use the following link:
http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf

Lecture, Tutorial, Laboratory Times

All timetable information is subject to variation. Check latest timetabling information on the 'Current Student' webpage on UOW website or log into SOLS to view your personal timetable prior to attending classes. http://www.uow.edu.au/student/index.html

Timetable information can be accessed from http://www.uow.edu.au/student/timetables/info/index.html

Key University Dates can be accessed from http://www.uow.edu.au/student/dates/index.html

Readings, References and Materials

Prescribed Textbooks

It is expected that students will purchase the following text.


Harris, P, Nagy, S & Vardaxis, N 2014, Mosby's dictionary of medicine, nursing & health professions, 3nd edn, Elsevier-Mosby, Marrickville, NSW.
Prescribed Readings (includes eReadings)
Nil

Materials
Nil

Recommended Additional Readings
The following references complement the prescribed readings and textbooks:


Recommended readings are not intended as an exhaustive list, students should use the Library catalogue and databases to locate additional resources.

Recent Changes to this Subject
i. Updated prescribed textbook editions

Laboratory & Simulation Guidelines
The rules below are general rules that are required in the nursing laboratory and simulation areas.

- Please be on time for all simulation laboratories. Admission to the laboratory or simulation class will be closed 10 minutes after the scheduled commencement time. If you arrive late, you may not be able to participate in the laboratory or simulation session.
- It is your responsibility to ensure that you sign your name on your specific class roll book located in the foyer area of the laboratory and simulation area, prior to entering your class.
- If you cannot attend or were excluded from your designated laboratory or simulation session, you must immediately contact your subject coordinator who will advise you about what you must do. Please refer to your subject outline about attendance requirements.
- Appropriate attire must be worn for every laboratory or simulation session. No access will be granted to the laboratory or simulation areas without appropriate footwear.
- Please see the Simulation Technician/Assistant if you need to move any equipment including the manikins, beds, tables or other equipment in the simulation / laboratory environment. Please do not move simulators or manikins from their beds without assistance.
- Any accident, injury or near miss, potentially dangerous, malfunctioning or accident-prone equipment, fixtures or situation has to be reported promptly to the Simulation Technician/Assistant or your demonstrator. The university approved ‘Hazard and incident report form’ must be completed and forwarded to the Head of School- Associate Professor Angela Brown.
- If you have any allergies to latex, hand soaps, dressings or any other materials you could be exposed to during your laboratory or simulation class, please inform the Simulation Technician/Assistant or your demonstrator.
List of Topics Covered
The following are examples of the topics to be covered in this course. This is not an exhaustive list and will be subject to change.

Professional Practice

<table>
<thead>
<tr>
<th>Topic</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law and the nurse.</td>
<td>Legislation.</td>
</tr>
<tr>
<td>Valuing diversity - Culture, gender, age, ethnicity, religious and disability.</td>
<td>Lifespan: Assessment of different needs across the lifespan (beginning level).</td>
</tr>
<tr>
<td>Work health and safety.</td>
<td>Life expectancy of Aboriginal and Torres Strait Islander people.</td>
</tr>
<tr>
<td>Sex Discrimination Act 1984.</td>
<td>-</td>
</tr>
</tbody>
</table>

Critical Thinking and Analysis

<table>
<thead>
<tr>
<th>Topic</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem solving rationale for action.</td>
<td>Numeracy skills (simple calculations).</td>
</tr>
</tbody>
</table>

Provision and Coordination of Care

<table>
<thead>
<tr>
<th>Topic</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies and procedures.</td>
<td>An introduction to microbiology.</td>
</tr>
<tr>
<td>Organisation and delivery of care.</td>
<td>Medication calculations.</td>
</tr>
</tbody>
</table>

Collaborative and Therapeutic Practice

<table>
<thead>
<tr>
<th>Topic</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation of basic nursing care skills.</td>
<td>Waste management - Sharps, equipment, clinical waste and linen.</td>
</tr>
<tr>
<td>Monitoring vital signs.</td>
<td>Medication safety.</td>
</tr>
<tr>
<td>Ionising radiation.</td>
<td>Substances hazardous to health.</td>
</tr>
<tr>
<td>Isolation techniques.</td>
<td>Protective clothing.</td>
</tr>
<tr>
<td>Basic CPR.</td>
<td>First aid.</td>
</tr>
<tr>
<td>Incidents and accidents.</td>
<td>Transmission of infection.</td>
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<tr>
<td>Health care teams.</td>
<td>-</td>
</tr>
</tbody>
</table>
Section B: Assessment

### Assessment Summary

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Form of Assessment</th>
<th>Due Date</th>
<th>Return/Feedback Due Date</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>In-session quiz</td>
<td>Week 6</td>
<td>Within 21 days of due date</td>
<td>20%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Assignment</td>
<td>Thursday 5th May 23.55hrs (Week 9)</td>
<td>Friday 27th May 2016</td>
<td>40%</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Final Examination</td>
<td>University Examination period</td>
<td>Release of results</td>
<td>40%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Nursing Competency Assessment Schedule (NCAS)</td>
<td>Within 1 week of finishing the placement</td>
<td>Within 1 week of finishing the placement</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
</tbody>
</table>

Total Marks 100%

### Details of Assessment Tasks

Specific details about each assessment and the explicit marking criteria used to assess them will be available in the eLearning space for this subject by the first day of session.

#### Assessment 1
- **In-session quiz**
- **Due date**: Week 6 during usual tutorial time
- **Weighting**: 20%
- **Submission**: Submit a hardcopy of your assessment to your tutor/demonstrator in class
- **Type of Collaboration**: Individual Assessment
- **Length**: 30 multiple choice questions
- **Details**: Specific details about this assessment task are available in eLearning
- **Subject Learning Outcomes**: 1-6
- **Style and format**: In-session quiz

#### Assessment 2
- **Assignment**
- **Due date**: Thursday 5th May 23.55hrs (Week 9)
- **Weighting**: 40%
- **Submission**: Submit an electronic copy of your assessment via upload to eLearning
- **Type of Collaboration**: Individual Assessment
- **Length**: 2000 words
- **Details**: Specific details about this assessment task are available in eLearning
- **Style and format**: Essay
- **Subject Learning Outcomes**: 1-6
- **Marking Criteria**: The marking criteria for this assessment task are available in eLearning

#### Assessment 3
- **Final Examination**
- **Due date**: University Examination period
- **Weighting**: 40%
- **Submission**: Exam papers and answers must be submitted at the conclusion of the exam.
- **Type of Collaboration**: Individual Assessment
- **Length**: 100 MC questions
- **Details**: Specific details about this assessment task are available in eLearning
- **Style and format**: Final Examination
- **Subject Learning Outcomes**: 1-6
- **Marking Criteria**: The marking criteria for this assessment task are available in eLearning
### Assessment 4

| **Due date** | Five working days after the completion of the associated Workplace Experience (WPE)  
1st year - 5 June 2016 |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Weighting</strong></td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
</tbody>
</table>
| **Submission** | Submit a hardcopy of your NCAS to the Student Centre  
Please refer to detailed information on Submission of Assessments specific to your campus/education centre located within this document. |
| **Type of Collaboration** | Individual Assessment |
| **Details** | Specific details about this assessment task are available in eLearning |
| **Subject Learning Outcomes** | 1-6 |
| **Style and format** | Nursing Competency Assessment Schedule |

### Minimum Requirements for a Pass in this Subject

To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject, even where total marks accumulated are greater than 50%.

The minimum performance requirements for this subject are:

- attempt all assessment tasks
- pass the final exam
- receive a mark of 50% or more on the final examination
- meet the minimum attendance and participation requirements set out below
- meet the minimum requirements NCAS

### Minimum Student Attendance and Participation:

It is expected that students will allocate 12 hours per week to this subject, including any required class attendance, completion of prescribed readings and assessment tasks.

Students’ attendance is required for all tutorial classes. In exceptional circumstances, absence from one tutorial for the subject may be accommodated without penalty. Absences exceeding one (1) tutorial will require the submission of an application for Academic Consideration via SOLS and the presentation of suitable documentation, for example a Medical Certificate, to Student Central as soon as practical. For further details about applying for academic consideration visit the Student Central webpage: [http://www.uow.edu.au/student/central/academicconsideration/index.html](http://www.uow.edu.au/student/central/academicconsideration/index.html)

Students’ attendance at workplace experience placement is compulsory and students must attend 100% of all scheduled activities. Absences will require the submission of an application for Academic Consideration via SOLS and the presentation of suitable documentation, for example a Medical Certificate, to Student Central as soon as practical. For further details about applying for academic consideration visit the Student Central webpage: [http://www.uow.edu.au/student/central/academicconsideration/index.html](http://www.uow.edu.au/student/central/academicconsideration/index.html)

### Scaling:

Scaling will not occur in this subject.

### Late Submission:

Late submission of an assessment task without an approved extension of the deadline is not acceptable. If you are unable to submit an assessment due to extenuating circumstances (e.g. medical grounds or compassionate grounds), you can make an application of academic consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage: [http://www.uow.edu.au/student/central/academicconsideration/index.html](http://www.uow.edu.au/student/central/academicconsideration/index.html)
Students who have an active Reasonable Adjustment should contact the Subject Coordinator to request an extension on an assessment task. An extension can only be granted on formal request by the student and if the Reasonable Adjustment includes the provision of a possible extension for assessment tasks. If the provision of an extension is not included in the Reasonable Adjustment or if the circumstances affecting the student do not relate to the condition set out in the Reasonable Adjustment the student should apply for an Academic Consideration (see above).

**Late Submission Penalty:**
Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is: the total possible marks x 0.05 x number of days late. For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

For example:
- Student A submits an assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply (100 x 0.05 x 7). The assignment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 for the assignment (85 (original mark) – 35 marks (late penalty) = 50/100 (final mark)).
- Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply ((20 x 0.05 x 3). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of 14/20 for the report (17 (original mark) – 3 marks (late penalty) = 14/20 (final mark)).

No marks will be awarded for work submitted either after the assessment has been returned to the students or more than two weeks after the due date, whichever is the sooner. This does not apply to situations where a particular assessment task is undertaken by students at different times throughout the session, but where the assessment is based on experiments or case studies specific to a student. In this case no marks will be awarded for work submitted more than two weeks after the due date.

Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

**Supplementary Assessments**
Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject, and are otherwise identified as meriting an offer of a supplementary assessment. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made.

Students can log on to SOLS and click on the link titled “Supplementary Assessment" to view any applicable offers. Further information about Supplementary Assessments is available at: [http://www.uow.edu.au/student/exams/suppassess/index.html](http://www.uow.edu.au/student/exams/suppassess/index.html)

**System of Referencing Used for Written Work**
The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assignment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at: [http://public01.library.uow.edu.au/refcite/style-guides/html/](http://public01.library.uow.edu.au/refcite/style-guides/html/)
Use of Internet Sources

Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.

Plagiarism

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.

“The University's Academic Integrity and Plagiarism Policy, Faculty Handbooks and subject guides clearly set out the University's expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as 'resources'), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the university to be intentionally or recklessly helping other students to cheat. This is considered academic misconduct and students place themselves at risk of being expelled from the University.”

Submission of Assignments

Assignments are to be submitted via drop box in the eLearning site.

Refer to the submission requirements under the details of the individual assessments. Students should ensure that they receive a receipt acknowledging submission. Students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required.

NCAS SUBMISSION ONLY

NCAS documents are to be submitted at:

1. StudentHub 41 for Wollongong students or
2. Regional Campus Office for Regional students (Southern Sydney, Shoalhaven, Batemans Bay and Bega)

All assignments must have a SATS (Student Assignment Tracking System) coversheet attached to the front of the assignment. Instructions for generating a coversheet can be found on the StudentHub 41 webpage: http://smah.uow.edu.au/current-students/UOW151958.html. Please note the instructions on what to do if you are experiencing any difficulties generating or printing a SATS Coversheet.

For an assignment to be successfully submitted please note the following:

- The coversheet must be signed and dated.
- The assignment must have the correct coversheet i.e. the correct subject code and tutorial group (if applicable).
- A legible barcode with all numbers and digits below e.g. UOW20121007656.
- Assignments must be submitted by 4:00pm on the due date.

If an assignment is submitted without any of the above we will contact you through your student email address and advise that you need to return to the StudentHub 41 or your Regional Campus office with the correct coversheet. Your assignment won’t be considered submitted until the correct coversheet is attached. This might mean that your assignment is submitted late.
An email receipt will be issued on the same day as submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. It is your responsibility to contact StudentHub 41 or your Regional Campus office if you have not received this receipt by the following business day. The receipt is proof of submission of assignments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required. SATS Group Assignment Coversheets are printed by the lead member of the group and subsequent names can be added in the SATS student interface before printing. All members of the group must sign the printed SATS Group Assignment Coversheet before submitting the assignment.

Note that if assignments are submitted in the after-hours slot at StudentHub 41 or at the Regional Campus Office it will be scanned into SATS the following business day. Assignments submitted via post will be scanned into SATS on the day of delivery. Any assignments received without the correct assignment coversheet attached will not be accepted by SATS. It is the student’s responsibility to ensure that the correct assignment coversheet is submitted with their assignment.

Wollongong Students may post their assignments to:
- StudentHub 41 (41.138B) University of Wollongong, Wollongong, NSW 2522

Regional Students may post their assignments to their Regional Campus:
- UOW Southern Sydney PO Box 482 SUTHERLAND NSW 1499
- UOW Shoalhaven P.O. Box 5080 Nowra Distribution Centre 2541 NSW
- UOW Batemans Bay "Hanging Rock", Beach Road Batemans Bay NSW 2536
- UOW Bega P.O. Box 1020 Bega NSW 2550

Assignments received by mail will be considered submitted on the date of postage. It is the student’s responsibility to ensure they have evidence of their submission date if it arrives at the office after due date.

Assessment Return
Once your assignment has been marked and your Subject Coordinator releases results for the assessment you will be able to access feedback on your assignment within the assessment submission page on the Moodle site for this subject. This will include feedback within the marking guide, feedback comments and feedback files (where applicable) that provide you with your markers feedback on your written work. You will receive an automated notification that your assignment results are available for download / review within Moodle.

You can access feedback on your marked assignment on the Assignment submission page, when marks and feedback have been released to students, please note that the Feedback section appears at the bottom of the page.

Your final mark in the assessment task will be posted within SOLS.

Feedback on quizzes, examinations and/or presentations:
Contact your lecturer/tutor/subject coordinator if you would like feedback on your assessment. In accordance with University Policy marked assignments will usually only be held for 21 days after the declaration of marks for that assignment.

NCAS ASSESSMENT RETURN ONLY
Students will be notified by email when marked SATS assignments are available for collection from the Student Centre or their Regional Campus Office during business hours. Students will be required to present their student card when collecting marked assignments.
Section C: General Advice

Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.

University Policies

Students should be familiar with the following University policies:

- a. Code of Practice – Teaching and Assessment  

- b. Code of Practice – Research, where relevant  

- c. Code of Practice – Honours, where relevant  

- d. Student Charter  

- e. Code of Practice – Student Professional Experience, where relevant  

- f. Academic Integrity and Plagiarism Policy  

- g. Student Academic Consideration Policy  

- h. Course Progress Policy  

- i. Graduate Qualities Policy  

- j. Academic Complaints Policy (Coursework and Honours Students)  

- k. Policy and Guidelines on Non-Discriminatory Language Practice and Presentation  

- l. Workplace Health and Safety, where relevant  

- m. Children in the Workplace and Study Environment Policy  

- n. Intellectual Property Policy  

- o. IP Student Assignment of Intellectual Property Policy, where relevant  

- p. Policy on Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects, where relevant  

- q. Human Research Ethics Guidelines, where relevant  
r. Animal Research Guidelines, where relevant

s. Student Conduct Rules and accompanying Procedures or Research Misconduct Policy for research students

Student Support Services and Facilities
Students can access information on student support services and facilities at the following link. This includes information on “Academic Support”, “Starting at University, “Help at University” as well as information and support on “Career’s and Jobs”. http://www.uow.edu.au/student/services/index.html

Student Etiquette
Guidelines on the use of email to contact teaching staff, mobile phone use in class and information on the university guide to eLearning ‘Netiquette’ can be found at http://www.uow.edu.au/student/elearning/netiquette/index.html

Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2051217</td>
<td>Ms Carolyn Antoniou – Subject Coordinator</td>
<td>Sonia Losinno – ADE Nominee</td>
<td>FINAL NMIH104 Autumn 2016 Outline</td>
</tr>
</tbody>
</table>