School of Nursing

SNPG956: Policy and Practice in the Care of Older People

Subject Outline
Autumn, 2016
Flexible / Distance
Wollongong

Subject Information
Credit Points: 6
Pre-requisite(s): Nil
Co-requisite(s): Nil
Restrictions: Nil
Contact Hours: 2 days workshops, 4 x 2 hrs tuts compulsory for international students and online (flexible), 2 days workshops, 4 x 2 hrs tuts optional for domestic students and online (distance)

Subject Contacts
Subject Coordinator/Lecturer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ms Hui Chen Chang</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Wollongong, Building 41, Room 111</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3174</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:rita_chang@uow.edu.au">rita_chang@uow.edu.au</a></td>
</tr>
<tr>
<td>Consultation mode and times:</td>
<td>Face to Face and Telephone appointments</td>
</tr>
<tr>
<td></td>
<td>Monday 14:00 – 16:00pm</td>
</tr>
<tr>
<td></td>
<td>Thursday 10:00-12:00</td>
</tr>
</tbody>
</table>

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.
# Table of Contents

Section A: General Information ............................................................................................................... 4  
Subject Learning Outcomes ................................................................................................................ 4  
Subject Description ............................................................................................................................. 4  
eLearning Space ................................................................................................................................. 4  
Lecture, Tutorial, Laboratory Times .................................................................................................... 4  
Readings, References and Materials .................................................................................................. 5  
  Prescribed Textbooks ..................................................................................................................... 5  
  Prescribed Readings (includes eReadings) .................................................................................... 5  
  Materials .......................................................................................................................................... 5  
  Recommended Readings ................................................................................................................ 5  
Recent Changes to this Subject .......................................................................................................... 5  
Timetable of Face-to-Face Sessions* ................................................................................................. 6  
List of Topics Covered ........................................................................................................................ 6  
  Week ................................................................................................................................................... 6  
  Module ................................................................................................................................................. 6  
  Topic .................................................................................................................................................... 6  
Section B: Assessment ........................................................................................................................... 7  
Assessment Summary ........................................................................................................................ 7  
Details of Assessment Tasks .............................................................................................................. 7  
Minimum Requirements for a Pass in this Subject ............................................................................. 8  
  Minimum Student Attendance and Participation: ................................................................. 8  
Scaling: ................................................................................................................................................ 9  
Late Submission: ................................................................................................................................. 9  
  Late Submission Penalty: ............................................................................................................. 9  
System of Referencing Used for Written Work ................................................................................... 9  
Use of Internet Sources .................................................................................................................... 10  
Plagiarism.......................................................................................................................................... 10  
Submission of Assessments ............................................................................................................. 10  
Assessment Return ........................................................................................................................... 10  
Section C: General Advice .................................................................................................................... 11  
University Policies ............................................................................................................................. 11  
Student Support Services and Facilities ........................................................................................... 12  
Student Etiquette ............................................................................................................................... 12  
Version Control Table ....................................................................................................................... 12
Section A: General Information

Subject Learning Outcomes

On completion of this subject, students should be able to:

1. An awareness of the changing socio-demographic and epidemiological trends in later life
2. An understanding of the major chronic illness associated with ageing and their impact on older people
3. Critically reviewed the biological, psychological and sociological theories of ageing in later life
4. Considered the implications of social, political and economic policy of ageing

Subject Description

This subject aims to provide an opportunity for learners to explore health care issues, policy and practice relevant in the care of older people and develop a deeper understanding for appropriate responses to the needs of this group. This subject aims to provide an opportunity for learners to explore health care issues, policy and practice relevant in the care of older people and develop a deeper understanding for appropriate responses to the needs of this group.

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

Distance Delivery:
Where relevant, students will be advised by the Subject Coordinator of any online classes or discussion forums that they need to part-take in.

Flexible Delivery:
Dates for study days and weeks will be listed online. 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.

Timetable information can be accessed from

Key University Dates can be accessed from
Readings, References and Materials

Prescribed Textbooks
The following text(s) will need to be purchased by students enrolled in this class.


Prescribed Readings (includes eReadings)
A list of prescribed texts for this subject is available on the eLearning site for this subject. Students are not expected to purchase these. They are available to students through the library on the subject’s eLearning site.

Materials

Recommended Readings
Additional references that complement the prescribed readings and textbooks are available to students via the eLearning site for this subject.

Recent Changes to this Subject
Nil
## Timetable of Face-to-Face Sessions*

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
<th>Topic</th>
<th>Location</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Tutorial 1</td>
<td>Introduction and Welcome</td>
<td>24.G02</td>
<td>13.00-15.00</td>
<td>Thursday</td>
<td>10(^{th}) March</td>
</tr>
<tr>
<td>4</td>
<td>Tutorial 2</td>
<td>Assessment Task 1: Preparation activities</td>
<td>24.G02</td>
<td>13.00-15.00</td>
<td>Thursday</td>
<td>24(^{th}) March</td>
</tr>
<tr>
<td>5</td>
<td>Workshop 1</td>
<td>Ageism and Media Images of Ageing Senses Framework</td>
<td>24.G02</td>
<td>10:00-15:00</td>
<td>Thursday</td>
<td>31(^{st}) March</td>
</tr>
<tr>
<td>9</td>
<td>Tutorial 3</td>
<td>Assessment Task 2: Preparation activities</td>
<td>24.G02</td>
<td>14:30-16:30</td>
<td>Thursday</td>
<td>5(^{th}) May</td>
</tr>
<tr>
<td>9</td>
<td>Workshop 2</td>
<td>Root Cause Analysis Developing Policy from Evidence: A case study of delirium</td>
<td>24.G02</td>
<td>09:00-14:00</td>
<td>Thursday</td>
<td>5(^{th}) May</td>
</tr>
<tr>
<td>10</td>
<td>Tutorial 4</td>
<td>Assessment Task 2: Final questions</td>
<td>24.G03</td>
<td>13.00-15.00</td>
<td>Thursday</td>
<td>12(^{th}) May</td>
</tr>
</tbody>
</table>

*Timetable of Topics will be available from the eLearning site in Orientation Week. (Week O of session)

### 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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td>Preparation Activities: StartSmart, StaySmart and EndNote Modules</td>
</tr>
<tr>
<td>1-2</td>
<td></td>
<td>Introduction and Welcome</td>
</tr>
<tr>
<td>2-3</td>
<td>Module 1</td>
<td>Self-Directed Learning: Assessment Task 1: Preparation activities</td>
</tr>
<tr>
<td>3-4</td>
<td>Module 2</td>
<td>What Does Ageing Look Like? Part 1</td>
</tr>
<tr>
<td>4-5</td>
<td>Module 2</td>
<td>What Does Ageing Look Like? Part 2</td>
</tr>
<tr>
<td>5-6</td>
<td>Module 3</td>
<td>Presentations: Tips and tricks</td>
</tr>
<tr>
<td>6-7</td>
<td>Module 4</td>
<td>Senses Framework</td>
</tr>
<tr>
<td>7-8</td>
<td>Module 5</td>
<td>Policy Development and Implementation</td>
</tr>
<tr>
<td>8-9</td>
<td>Module 6</td>
<td>Quality Improvement, Evidence Based Nursing and Knowledge Translation</td>
</tr>
<tr>
<td>9-10</td>
<td>Module 7</td>
<td>Root Cause Analysis</td>
</tr>
<tr>
<td>10-11</td>
<td>Module 8</td>
<td>Self-Directed Learning: Assessment Task 2: Preparation activities</td>
</tr>
<tr>
<td>11-12</td>
<td>Module 9</td>
<td>Positive Ageing</td>
</tr>
<tr>
<td>12-13</td>
<td></td>
<td>Closure and Evaluation Activities</td>
</tr>
<tr>
<td>13- Exams Week 1</td>
<td>Preparation Activities: StartSmart, StaySmart and EndNote Modules</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>Group (Virtual) Presentation</td>
<td>Thursday 7th April (Week 6)</td>
<td>Within 21 days of due date</td>
<td>40%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Literature Review &amp; Policy Document</td>
<td>Thursday 2nd June (Week 13)</td>
<td>Release of results</td>
<td>60%</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Marks 100%</td>
</tr>
</tbody>
</table>

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
Group (Virtual) Presentation
Due date Thursday 7th April (Week 6)
Weighting 40%

Submission
Submit an electronic copy (PDF) of your assessment via upload to elearning (Drop Box 2)

- Students must submit two PDF documents:
  1. Group PowerPoint presentation
  2. Individual Poster

1. Create your assessment using the prescribed software.
2. Ensure the footer of all documents created for the assessment includes the following identifying details: page numbers, details of your username, the Subject Code, Assessment Number and your mode of study, for example, p. 1, SNPG955: Assessment 1: On Campus Study.
3. Once you are satisfied that you have completed the final draft, name your file as follows “username_assessment number_subject code_mode of study” (e.g. vtraynor_ass1_snpg955_Distance).
4. Convert the document to a PDF

NOTE: Prior to converting the group PowerPoint presentation to a PDF, make sure the document is saved as a notes page, to do this go to the VIEW tab and select NOTES PAGE as your presentation view.

Please remember to submit a signed coversheet with your assessment, this form can be located in the shared Moodle site ‘Aged and Dementia Care Shared Learning Resource’

Type of Collaboration Individual & Group Assessment
Length 10 minute virtual presentation per presenter + individual poster
Details Specific details about this assessment task are available in eLearning
Style and format Group (Virtual) Presentation
Subject Learning Outcomes 1-4
Marking Criteria The marking criteria for this assessment task are available in eLearning
Assessment 2 | Literature Review & Policy Document
---|---
Due date | Thursday 2nd June (Week 13)
Weighting | 60%
Submission

1. Create your assessment using the prescribed software.
2. Ensure the footer of all documents created for the assessment includes the following identifying details: page numbers, details of your username, the Subject Code, Assessment Number and your mode of study, for example, p. 1, SNPG955: Assessment 1: On Campus Study.
3. Once you are satisfied that you have completed the final draft, name your file as follows “username_assessment number_subject code_mode of study” (e.g. vtraynor_ass1_snpg955_Distance).
4. Convert the document to a PDF

Please remember to submit a signed coversheet with your assessment, this form can be located in the shared Moodle site ‘Aged and Dementia Care Shared Learning Resource’

Type of Collaboration | Individual Assessment
---|---
Length | 2,500 words Policy Critique + 500 word Policy document
Details | Specific details about this assessment task are available in eLearning
Style and format | Literature Review & Policy Document
Subject Learning Outcomes | 1-4
Marking Criteria | The marking criteria for this assessment task are available in eLearning

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

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.

Flexible delivery: Students are expected to attend on campus workshops and tutorial sessions which are compulsory. In addition, online learning activities are compulsory and students must complete at least 3 online modules. Dates for on campus workshops and tutorial sessions will be listed on the subject timetable, found via the Subject Descriptions link on the Course Handbook page. Students are expected to attend 80% of these face-to-face sessions.

Distance delivery: Students are expected to complete 80% of the online learning modules. Fully distance learners can substitute online learning activities for face-to-face sessions they attend. Students are invited to attend on campus workshops and tutorial sessions for value add optional learning. Dates for on campus workshops and tutorial sessions will be listed on the subject timetable, found via the Subject Descriptions link on the Course Handbook page.

Minimum Online Participation: In both instances, participation in online activities will be defined as the following:

- adding two original postings to an online discussion and,
- adding two postings in response to the contribution of one other learner.
As well as those listed above, students in both flexible and distance modes are also expected to complete the following online activities:

- StartSmart;
- StaySmart; and
- EndNote Learning Module.

**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 for academic consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage:


**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 assessment which is marked out of 100. The assessment is submitted 7 days late. This means that a late penalty of 35 marks will apply (100 x 0.05 x 7). The assessment 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 assessment (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.

**System of Referencing Used for Written Work**
The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assessment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at:

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 Assessments
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/evidence acknowledging assessment 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.

Assessment Return
Students will be notified when they are able to view their marked assessment. In accordance with University Policy marked assignments will usually only be held for 21 days after the declaration of marks for that assignment.
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 Assessment 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>2</td>
<td>20160222</td>
<td>Rita Chang - Subject Coordinator</td>
<td>Mrs Sonia Losinno – ADE Nominee</td>
<td>Change coordinator and times of tutorials</td>
</tr>
<tr>
<td>1</td>
<td>20151208</td>
<td>A/PR Victoria Traynor Subject Coordinator</td>
<td>Mrs Sonia Losinno – ADE Nominee</td>
<td>Final SNPG956 Autumn 2016 outline.</td>
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</table>