School of Nursing

NMIH307 Leadership in Health Care

Subject Outline

Spring, 2016
On-Campus / Flexible
Hong Kong

Subject Information

Credit Points: 6
Pre-requisite(s): NMIH304
Co-requisite(s): Nil
Restrictions: Nil
Contact Hours: Face to face contact as per Intensive Block Teaching Schedule and completion of online learning activities.

Subject Contacts

Subject Coordinator/Lecturer

Name:	Ms Carolyn Antoniou
Location:	Loftus, Room 102
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Email:	carolyn_toldi@uow.edu.au
Consultation mode and times:	Consultation is welcomed any time via email

UOW Academic Program Director, School of Nursing and Midwifery

Name:	Dr Joanne Joyce-McCoach
Location:	School of Nursing, Wollongong Campus, UOW, Australia
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Email:	joanne_joyce@uow.edu.au
Consultation mode and times:	Consultation is welcomed any time via email

IRI Hong Kong Administration

Name:	Gladys Mok
Location:	2/F, Fourseas Building, 208-212 Nathan Road, Kowloon, HK
Telephone:	852 3427 8626
Email:	gladysmok@sinoedu.com.hk

Student Support and Advice

For general enquiries please contact IRI Hong Kong:

Location: 2/F, Fourseas Building, 208-212 Nathan Road, Kowloon, HK.
Telephone: 852 3427 8626
Email: Gladys Mok gladysmok@sinoedu.com.hk

StudentHub 41:
Location: University of Wollongong, 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 <u>full name and student number</u> 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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Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version

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Section A: General Information

Subject Learning Outcomes

On completion of this subject, students should be able to:
1. critically analyse theories of leadership;
2. evaluate the dynamics of organisational culture;
3. identify the knowledge, skills and behaviours required to lead;
4. analyse the impact of leadership on teams and team members;
5. critically evaluate the impact of leadership skills on the delivery of health care practice;
6. reflect on personal attributes in preparation for employment.

Subject Description

Strategies for developing leadership attributes in the healthcare workforce are now evident in NSW Health initiatives: Government Action Plan - Working As A Team, Capacity Building and Clinical Leadership Programme. Consequently, it is imperative that students of health care study leadership to examine the knowledge; skills and behaviours involved in leadership. To enable recognition of the significance of the leadership and followership attributes to the provision of health and social care in a variety of settings.

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

Timetable information will be provided by IRI Hong Kong administration prior to the start of session. During session this information will be available on the subject's Moodle site. All timetable information is subject to variation.

Readings, References and Materials

Prescribed Textbooks
It is expected that students will purchase the following text.

Chang, E & Daly, J 2016, *Transitions in nursing. Preparing for professional practice*, 4th edn, Elsevier, Sydney

Prescribed Readings (includes eReadings)
The following readings are prescribed for this subject, but students are not expected to purchase these. They are available to students through the library on the subject's eLearning site.

Materials
Nil

Recommended Additional Readings

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

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

Nil

Extraordinary Changes for the Subject after Release of the Subject Outline

In extraordinary circumstances the provisions stipulated in this Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the proposed amendment, prior to the amendment being finalised.

Learning Analytics

Data on student performance and engagement (such as Moodle and University Library usage, task marks, use of SOLS) will be available to the Subject Coordinator to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to
http://www.uow.edu.au/dvca/bala/analytics/index.html

Intensive Block Teaching Schedule

Time	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
	18/08/2016	19/08/2016	20/08/2016	21/08/2016	22/08/2016	23/08/2016
09:00 - 10:00						
10:00 - 11:00			Lecture 2 Group A			
11:00 - 12:00						
12:00 - 13:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						
16:00 - 17:00				Lecture 3 Group A		
17:00 - 18:00						
18:00 - 19:00						
19:00 - 20:00	Lecture 1 Group A				Lecture 4 Group A	
20:00 - 21:00						
21:00 - 22:00						

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.

Whistle blowing.	Professional advocacy.
Professional regulation.	Health Care Complaints Act 1993.
Cultural safety.	Health Practitioner Regulation National Law (NSW) No 86a 2009.
Work health & safety.	Workplace culture.

Reflection on clinical practice.	Research & evidence - application to practice.
Change management.	Ethics.
Health care workforce.	Health care economics and resource management.
Nurse as change agent.	Innovation.

Context of care continuum - change theories and management of change.	Leading a multidisciplinary team.
Clinical information management.	Managing critical incidents.

Learning and teaching.	Management of change.
Motivational practice.	Clinical governance and risk management.
Collegiality and collaboration.	Public relations & risk communication.

A Timetable of Topics will be available from the eLearning site in week 1 of session.

Section B: Assessment

Assessment Summary

Assessment Item	Form of Assessment	Due Date	Return/Feedback Due Dates	Weighting
Assessment 1	Assignment	Thursday 15th September 23:55hrs AEST (Week 8)	06/10/2016	50%
Assessment 2	Assignment	Thursday 27th October, 23:55hrs AEST (Week 13)	Release of results	50%
			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	Assignment
Due date	Thursday 15th September 23:55hrs AEST (Week 8)
Weighting	50%
Submission	You will submit assessments via the Turnitin assessment drop box on the subject Moodle site. This will submit your assessment to Turnitin and you will receive a report. Turnitin is Internet-based text-matching software which may be used for detecting plagiarism at UOW. Please see the short video in Moodle which provides information about the concept of plagiarism and the use of Turnitin in learning and writing skills. Following the receipt of your Turnitin report you may revise your assessment and then submit your final version into Turnitin. It is the final version of your assignment in Turnitin that will be marked/. Name your file as follows "student email username_assessment number" (e.g. its999_ass3). Access the eLearning space, locate the relevant drop box for the assessment, click on <add attachments>, select your file, and click on <submit>.
Type of Collaboration	Individual Assessment
Length	2500
Details	Specific details about this assessment task are available in eLearning
Style and format	Essay
Subject Learning Outcomes	1-5
Marking Criteria	The marking criteria for this assessment task are available in eLearning

Assessment 2	Assignment
Due date	Thursday 27th October, 23:55hrs AEST (Week 13)
Weighting	50%
Submission	You will submit assessments via the Turnitin assessment drop box on the subject Moodle site. This will submit your assessment to Turnitin and you will receive a report. Turnitin is Internet-based text-matching software which may be used for detecting plagiarism at UOW. Please see the short video in Moodle which provides information about the concept of plagiarism and the use of Turnitin in learning and writing skills. Following the receipt of your Turnitin report you may revise your assessment and then submit your final version into Turnitin. It is the final version of your assignment in Turnitin that will be marked/. Name your file as follows "student email username_assessment number" (e.g. its999_ass3). Access the eLearning space, locate the relevant drop box for the assessment, click on <add attachments>, select your file, and click on <submit>.
Type of Collaboration	Individual Assessment
Length	2500
Details	Specific details about this assessment task are available in eLearning
Style and format	Essay
Subject Learning Outcomes	2-6
Marking Criteria	The marking criteria for this assessment task are available in eLearning

The Assessment Quality Cycle

The Assessment Quality Cycle provides a level of assurance that assessment practice across the University is appropriate, consistent and fair.

Assessment Quality Cycle Activities are undertaken to contribute to the continuous improvement of assessment and promote good practices in relation to the:
a. design of the assessment suite and individual assessment tasks;
b. marking of individual assessment tasks;
c. finalisation of subject marks and grades; and
d. review of the subject prior to subsequent delivery

Copies of student work may be retained by the University in order to facilitate quality assurance of assessment processes.

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
- meet the minimum Attendance and Participation requirements set out below.

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.

Student attendance at tutorials, practicals, seminars and/or simulations is compulsory and students must attend 100% of classes. 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 IRI Hong Kong as soon as practical. For further details about applying for academic consideration as an offshore student please refer to the Academic Consideration Application Procedure in the Hong Kong Student Handbook.

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 as an offshore student please refer to the Academic Consideration Application Procedure in the Student Handbook.

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.

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: https://webapps.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.

Academic Integrity Policy

The full policy on Academic Integrity Policy 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."

Student Academic Complaints Policy (Coursework or Higher Degree Research)

In accordance with the Coursework Student Academic Complaints Policy, a student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student's right to appropriate and useful feedback on their performance in an assessment task. Refer to the Coursework Student Academic Complaints Policy for further information.

Submission of Assignments

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.

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

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
http://www.uow.edu.au/about/policy/UOW058666.html

b. Code of Practice – Research, where relevant
http://www.uow.edu.au/about/policy/UOW058663.html

c. Code of Practice – Honours, where relevant
http://www.uow.edu.au/about/policy/UOW058661.html

d. Student Charter
http://www.uow.edu.au/student/charter/index.html

e. Academic Integrity and Plagiarism Policy
http://www.uow.edu.au/about/policy/UOW058648.html

f. Student Academic Consideration Policy – for offshore students please refer to the Academic Consideration Application Procedure in the Student Handbook
http://www.uow.edu.au/about/policy/UOW058721.html

g. Course Progress Policy
http://www.uow.edu.au/about/policy/UOW058679.html

h. Graduate Qualities Policy
http://www.uow.edu.au/about/policy/UOW058682.html

i. Academic Complaints Policy (Coursework and Honours Students)
http://www.uow.edu.au/about/policy/UOW058653.html

j. Inclusive Language Policy
http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html

k. Workplace Health and Safety, where relevant
http://staff.uow.edu.au/ohs/index.html

l. Children in the Workplace and Study Environment Policy
http://www.uow.edu.au/about/policy/UOW058657.html

m. Intellectual Property Policy
http://www.uow.edu.au/about/policy/UOW058689.html

n. IP Student Assignment of Intellectual Property Policy, where relevant
http://www.uow.edu.au/about/policy/UOW058690.html

o. Human Research Ethics Guidelines, where relevant
http://www.uow.edu.au/research/ethics/human/index.html

p. Animal Research Guidelines, where relevant
http://www.uow.edu.au/research/ethics/UOW009373.html

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 "Careers 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

UOW Grade Descriptors

The University of Wollongong Grade Descriptors are general statements that describe student performance at each of the University's grade levels.

Grade	Mark (%)	Descriptor
High Distinction HD	85-100	A high distinction grade (HD) is awarded for performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable): • consistent evidence of deep and critical understanding • substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches • critical evaluation of problems, their solutions and their implications • use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work • creativity in application as appropriate to the discipline • eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline • consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy • all or almost all answers correct, very few or none incorrect
Distinction D	75-84	A distinction grade (D) is awarded for performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a credit grade plus (as applicable): • evidence of integration and evaluation of critical ideas, principles, concepts and/or theories • distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts • demonstration of frequent originality in defining and analysing issues or problems and providing solutions • fluent and thorough communication of information and ideas in terms of the conventions of the discipline • frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy • most answers correct, few incorrect
Credit C	65-74	A credit grade (C) is awarded for performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a pass grade plus (as applicable): • evidence of learning that goes beyond replication of content knowledge or skills • demonstration of solid understanding of fundamental concepts in the field of study • demonstration of the ability to apply these concepts in a variety of contexts • use of convincing arguments with appropriate coherent and logical reasoning • clear communication of information and ideas in terms of the conventions of the discipline • regular application of appropriate skills, techniques and methods with high levels of precision and accuracy • many answers correct, some incorrect

Pass P	50-64	A pass grade (P) is awarded for performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable): • knowledge, understanding and application of fundamental concepts of the field of study • use of routine arguments with acceptable reasoning • adequate communication of information and ideas in terms of the conventions of the discipline • ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy • a combination of correct and incorrect answers
Fail F	<50	A fail grade (F) is given for performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes.
Technical Fail TF		A technical fail (TF) grade is given when minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes.

More details on UOW Grade descriptors can be found on the following link
http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow194941.pdf

Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1	20160608	Mr Roy Brown – Subject Coordinator	Sonia Losinno – ADE Nominee	FINAL NMIH307HK Spring 2016 Subject Outline