Faculty of Science, Medicine and Health
School of Nursing, Midwifery and Indigenous Health
Subject Outlines
Subject Name: GHMB912 Midwifery Practice 2

Section A: Subject Information

Subject Code & Name: GHMB912 Midwifery Practice 2
Credit Points: 4
Pre-requisite(s): GHMB911, GHMB914 (full-time students), GHMB916, GHMB950
Co-requisite(s): GHMB915, GHMB917, GHMB923 (full-time students)
Restrictions: None
Equivalence: None
Assessment: Continuity of Care Experiences - Two written assessments (15% and 35%);
2 x Mastery of Viva appropriate to area of clinical practice (50%);
satisfactory progress of Clinical Competence Profile (minimum 70% of the clinical requirements for the designated clinical areas will be successfully completed).
Session: Spring 2013
Campus Locations: Wollongong
Delivery Method: On Campus
Contact Hours: Clinical practice 4 days per wk (32 hrs/wk)

Subject Timetable
All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.

Subject Coordinator
Name: Mercy Baafi
Location: School of Nursing, Midwifery and Indigenous Health, Building 41, Room 108
Consultation times: Thursday, 4 to 5pm & Fridays 1130 to 1230pm
Telephone: 61 2 4221 3381
Email: mercy_baafi@uow.edu.au

Student Administration
Location: 41.152
Telephone: 61 2 4221 3492
Email: smah_student_enquiries@uow.edu.au

Prescribed Text
Assessment Tasks

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1- Essay</td>
<td>2- Essay</td>
<td>3- Viva x2</td>
</tr>
<tr>
<td>Due Date: August 23 2013 (Week 4)</td>
<td>Due Date: October 11 2013 (Week 10)</td>
<td>Due Date: As programmed with students &amp; educators</td>
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<td>Percentage: 15%</td>
<td>Percentage: 35%</td>
<td>Percentage: 50% (25% each)</td>
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eLearning Space
For information regarding the eLearning spaces please use the following links:
Section A: Subject Information

Subject Description
This subject is the second of three subjects that allows the student to acquire the necessary clinical experiences as designated by the NMB NSW. The student progresses along a continuum, developing and consolidating skills and knowledge in the provision of care of the woman and her family learnt in the clinical context.

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

(a) provide safe and effective application of scientific principles to the provision of midwifery care;
(b) employ interpersonal and communication skills to meet the individual needs of the childbearing family through effective education and counselling;
(c) function as a safe beginning midwife within the professional scope of practice;
(d) incorporate theoretical knowledge of midwifery practice into clinical midwifery practice;
(e) relate research evidence to clinical midwifery practice;
(f) discuss the role and relevance of research in midwifery practice;
(g) practice midwifery with a woman centred focus;
(h) exercise a health promoting midwifery role;
(i) incorporate principles of Primary Health Care into midwifery practice;
(j) apply the principles of effective decision making in the clinical context;
(k) work effectively as a beginning collaborative member of an interdisciplinary and multidisciplinary team;
(l) practice within professional boundaries to accept responsibilities and obligations;
(m) recognise the need for and make appropriate referrals to other members of the interdisciplinary team;
(n) assess and monitor within the context of the family unit, the physiological, psychosocial and spiritual needs of the woman during pregnancy, labour and the postnatal period;
(o) assess and monitor the wellbeing of the fetus/neonate during pregnancy, labour and the neonatal period;
(p) organise and modify appropriate care as required in partnership with the woman;
(q) acknowledge and value diversity and demonstrate respect for the woman’s and her family’s cultural beliefs and values;
(r) apply legal and ethical parameters to the practice of midwifery;
(s) utilise clinical consultation and referral guidelines effectively;
(t) demonstrate through accurate and timely documentation and communication an understanding of professional and legislative requirements in midwifery practice
(u) evaluate and apply principles of management to the planning and provision of midwifery practice;
(v) advocate rights of self and women in his/her care;

Subject Contacts

Subject Coordinator/Lecturer
Name: Mercy Baafi
Location: School of select School, Building 41, Room 109
Consultation times: Thursday, 4 to 5pm & Fridays 1130 to 1230pm
Telephone: 61 2 4221 3381
Email: mbaafi@uow.edu.au

Clinical Placement Coordinator
Name: Vicki Elder, Acting Nurse Manager, Maternity Education & Training
Phone: (02) 4253 4277 or (02) 4222 5000, pager 511
Location: Wollongong Hospital, Level 2, Block C.
Consultation times: Monday to Wednesday,
Telephone: 61 2 42534277
Email: Vicktoria.Elder@sesiahs.health.nsw.gov.au
Subject Timetable
All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.

Attendance/Study time
Attendance at all scheduled clinical practicum is compulsory

General Information Regarding Clinical Placement
The clinical program has been designed to integrate with the theoretical component of the course. Therefore satisfactory progress must be made in all the Master of Science (Midwifery) course subjects in order to remain in the clinical facility. Failure to meet assessment criteria in any subject related to the Master of Science (Midwifery) degree will necessitate cessation of clinical practicum.

Unsatisfactory clinical performance or progress will be reviewed and may lead to the cessation of clinical placement. A Technical Fail grade in the subject will be awarded.

Clinical Placements
Each semester the student rotates through two to four of the designated clinical areas below, depending on the rotational plan:

- Antenatal Clinic
- Maternity Day Assessment Unit
- Birthing Unit
- Postnatal Ward
- Neonatal Unit
- Community Midwives Program
- Selected community services

Appraisals
Appraisals are to be completed following each clinical rotation. The criteria for clinical appraisals and the appraisal form can be found in the Clinical Competence Profile (CCP).

Viva
Students will undertake a clinical viva assessment(s) as per subject outline, appropriate to the area of clinical practice. The student will be assessed on the midwifery care provided in each clinical practice area:

Antenatal Clinic/Ward/Day Assessment Unit
Birthing Suite
Postnatal Ward
Neonatal

The student is assessed by the course coordinator and the facilities’ Midwifery Clinical Educator or the Midwifery Manager (or his/her delegate). The oral viva is completed within a 30-minute time frame. The vivas are marked out of 100. To achieve a pass the student must achieve a grade of 50% or more.

Professional Conduct
Appropriate professional conduct is expected during clinical placement. Unsatisfactory conduct towards patients/clients/peers/health facility staff/faculty staff WILL be addressed and if the midwifery student’s conduct is deemed unsatisfactory a TECHNICAL FAIL grade in the subject WILL be awarded.

Clinical Placement Guidelines
The University of Wollongong and the clinical facilities closely monitor the students’ clinical placement to ensure that adequate supervision and clinical education is provided as recommended by the Nurses and Midwives Board New South Wales. In view of this, the midwifery students should be aware of the following guidelines:
The clinical roster is determined by the clinical facility to ensure optimal clinical supervision and learning experience.

The rotation will be supervised by the Midwifery Clinical Educator of the facility in consultation with the University of Wollongong.

Students may request a change of their rostered shift through the appropriate channels of the clinical facility.

It is vital to work within the above guidelines to maximise your clinical education and transition into the clinical area.

If you are unable to attend clinical practicum, you must:

Notify the staff at the facility you have been allocated to as well as inform the coordinator of the Master of Science (Midwifery) program.

Textbooks and Supplementary Materials

Prescribed Text

Recommended Additional Readings
Australian Health Ministers’ Conference 2011, National Maternity Services Plan, Commonwealth of Australia, viewed 8th July 2012
National Maternity Action Plan 2002, For the introduction of community midwifery services in urban and regional Australia.
NSW Health 2011, Policy directive Maternity - Oxytocin for the Induction of Labour at or Beyond Term PD2011_075, Department of Health, viewed 4th July 2013
Module 3: Management of Girls and Women with FGM Complications.

This is the main page for the Australian College of Midwives NSW Branch. An important link for midwifery students to the professional body for midwives.

This is the main page for the Australian College of Midwives. An important link for midwifery students to the professional body for midwives.

http://www.birthinternational.com/
Home page for Birth International registration for Ozmidwifery, a chat line for midwives and consumers.

http://www.midirs.org/
This is an international main page for the Midwifery Digest Quarterly Journal.

http://www.nace.org.au/
National Association of Childbirth Educators.

http://www.nice.org.uk/Guidance/CG/Published
National Institute for Health and Clinical Excellence – Published Guidelines. This website has various guidelines relating to pregnancy and childbirth, for example, antenatal, intrapartum, and postnatal care.

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

Distance students studying within Australia should refer to the information and resources found via the Library link on the UOW homepage regarding off-campus library services available. Distance students studying outside Australia should contact their subject coordinator, as arrangements for library services may be available within their own country.

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 links:

eReadings
Electronic readings for this subject are available through the library website. Visit the Catalogue via the Library link on the UOW homepage or see staff at the Information Desk in the Library for information and help with eReadings.

Graduate Qualities
Information on the UOW Graduate Qualities can be found at via the Learning and Teaching link on the UOW homepage. The University of Wollongong has developed five graduate qualities which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities in particular will be enhanced by their participation in this subject:

2. Independent learners: Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.

4. Effective communicators: Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.
5. **Responsible**: Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

**ANMC Domains and Competencies for GHMB912**

*Domain – Legal and professional practice*
- Competency 1 Functions in accordance with legislation and common law affecting midwifery practice.
- Competency 2 Accepts accountability and responsibility for own actions within midwifery practice.

*Domain – Midwifery knowledge and practice*
- Competency 3 Communicates information to facilitate decision making by the woman.
- Competency 4 Promotes safe and effective midwifery care.
- Competency 5 Assesses, plans, provides and evaluates safe and effective midwifery care.
- Competency 6 Assesses plans, provides and evaluates safe and effective midwifery care for the woman and/or baby with complex needs.

*Domain – Midwifery as primary health care*
- Competency 7 Advocates to protect the rights of women, families and communities in relation to maternity care.
- Competency 8 Develops effective strategies to implement and support collaborative midwifery practice.
- Competency 9 Actively supports midwifery as a public health strategy.
- Competency 10 Ensures midwifery practice is culturally safe.

*Domain – Reflective and ethical practice*
- Competency 11 Bases midwifery practice on ethical decision making.
- Competency 12 Identifies personal beliefs and develops these in ways that enhance midwifery practice.
- Competency 13 Acts to enhance the professional development of self and others.
- Competency 14 Uses research to inform midwifery practice.

**Recent Improvements to this Subject**
- Change: This subject was reviewed and altered in 2009
- Reason: Review of Master of Science (midwifery) degree
Section B: Assessment

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, students must meet all of the minimum performance requirements as listed below. 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%.

Minimum Academic Performance: A Technical Fail (TF) grade will be awarded for the subject even where a student gains a total mark that would otherwise allow a passing grade if a student meets one or more of the following criteria:

- does not attempt all assessment tasks
- does not pass all assessment tasks
- does not attain a satisfactory appraisal from each rostered clinical area;
- does not successfully complete a minimum of 70% of the clinical requirements for the designated clinical areas.

Minimum Attendance: Student attendance at tutorials is compulsory and only one tutorial absence is permitted. Student attendance at clinical placement and laboratories is compulsory and students must attend 100% of classes. Absences will require a medical certificate or other suitable documentation which must be presented to Student Central along with completion of academic consideration as soon as practical after the absence has occurred. Students who do not meet minimum attendance requirements may be awarded a Technical Fail (TF) for this subject.

Students who do not meet the overall minimum performance level requirements outlined above may be given a Technical Fail (TF) grade on their academic transcript even where the total marks accumulated are 50% or higher. Where a Technical Fail is awarded, the grade is displayed as TF but a mark is not displayed on the academic transcript. For the purposes of calculating a Weighted Average Mark (WAM) a TF is allocated a mark of 49.

Details of Assessment Tasks

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Identification of topic relating to a ‘Continuity of care’ case study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Essay</td>
</tr>
<tr>
<td>Due date</td>
<td>23/08/2013</td>
</tr>
<tr>
<td>Weighting</td>
<td>15%</td>
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<tr>
<td>Pass mark</td>
<td>50% is required in this assessment to pass the subject</td>
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<tr>
<td>Length</td>
<td>1200 words (essay)</td>
</tr>
</tbody>
</table>

Details

- Students will be required to:
  - select a midwifery clinical procedure/practice/issue related to a continuity of care (case study) for example a procedure or investigation; physical aspects of the pregnancy; special needs of the woman; antenatal education. Discuss this topic with the subject coordinator during tutorials;
  - articulate a focused, answerable research question;
  - provide a rationale for choosing the selected topic;
  - develop and implement a search strategy for locating appropriate articles about this topic to use for Assessment 2.

Preparation of Assessment 1 will provide the student with the basic material from which to generate Assessment 2, which is due on October 10 2013. The chosen topic cannot have been / be used for any other assessments in the Master of Science (Midwifery) course.

Submission

Submit hardcopy of your assignment to SMAH Central on Level 1 in Blk 41

Assessment 1 will be marked using the following criteria:
# GHMB912 Art and Science of Midwifery 2
## Assessment 1: Identification of Topic Marking Guide

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Absent</th>
<th>Inadequate</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
<th>Marks</th>
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<tbody>
<tr>
<td><strong>Research &amp; Referencing</strong></td>
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<tr>
<td>• Demonstrates capacity to locate a range of relevant literature</td>
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<tr>
<td>• Indicates the ideas and knowledge contributed by individual studies to chosen topic</td>
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<td>• Reference list and citations are correct</td>
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<td>• References used appropriately in text</td>
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<td><strong>Critical Analysis</strong></td>
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<td>• Articulates a focused, answerable research question.</td>
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<td>• Produces a comprehensive search strategy by:</td>
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<td>- accurately identifying key words</td>
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<td>- expanding from key words</td>
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<td>- creating a list of synonyms/key terms.</td>
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<td>Uses appropriate databases to find suitable articles by:</td>
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<td>- combining searches appropriately (AND/OR)</td>
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<td>- refine search: broadening, limiting or truncating</td>
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<td>- use database features: limit fields, year etc.</td>
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<td>- select/download/print references.</td>
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<td>• Provides a rationale for choosing this topic with support of relevant literature.</td>
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<td><strong>Style &amp; Organisation</strong></td>
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<tr>
<td>• Communicates clearly and uses appropriate academic language</td>
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<td>8-10</td>
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<tr>
<td>• Organises assignment logically and coherently; material is presented in an integrated format as a Literature Review</td>
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This assignment is worth 15% of the total assessment for this subject.

/ 100

**COMMENTS**

________________________________________________________________________

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________________________________________________________________________

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Marker: .................................................................
Assessment 2 will be marked using the following criteria:

GHMB912 Midwifery Practice 2
Assessment 2: ‘Continuity of Care’ Case Study Marking Guide

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<thead>
<tr>
<th>Criteria</th>
<th>Absent</th>
<th>Inadequate</th>
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<tr>
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<tr>
<td>• Demonstrates capacity to locate a range of relevant literature</td>
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<tr>
<td>• Presents and describes a range of evidence and research relating to topic (including methodological information)</td>
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<td>• Demonstrates systematic approach to analyses of research publications (including methodological critique)</td>
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<td>• Creatively synthesises the information presented in research publications and provides rationale for the recommendation/conclusion</td>
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This assignment is worth 35% of the total assessment for this subject.
Assessment 3 | Vivas x2  
---|---  
**Format** | Oral Exam  
**Due date** | As programmed with the students and educators  
**Weighting** | 50%  
**Pass mark** | A pass grade of 50% is required for each viva  
**Length** | 25 minutes for each viva  

Details

Students will undertake to master two (2) clinical viva assessments, appropriate to the area of clinical practice. These assessments will take place at the hospital where the student is undertaking clinical practicum.

- Antenatal Clinic/Ward/Day Assessment Unit  
- Birthing Suite  
- Postnatal Ward  
- Neonatal Placement

Students will undertake to complete two (2) clinical viva assessments, required as part of the overall Master of Science (Midwifery) program requirements.

For each viva the student will be assessed by the course coordinator (or delegate) and the facilities’ Midwifery Clinical Educator and the Midwifery Manager (or his/her delegate). The student will be given ten (10) minutes pre reading time of the case study. The oral viva is then to be completed within a 20 minute time frame. The viva is marked out of 100.

If student does not receive a pass mark of 50 or above on the first attempt, the student will need to negotiate a repeat session, where a different case scenario will be used. A period of at least one (1) week should elapse before re-assessment is undertaken. No more than three attempts at achieving a pass will be permitted.

In the event of the student attempting to satisfactorily pass a viva for the third (3rd) time, the Course Coordinator or delegate will be present and the assessment may be held either at the clinical facility, or the University. Failure to successfully complete the viva after three attempts may require the student to either repeat the relevant clinical placement to facilitate the student’s learning, or repeat the subject.

Following an unsuccessful first attempt (awarded mark less than 50) of the viva, the mark awarded for subsequent attempt will be a maximum of 50% (you may score a higher mark, however, as it is a subsequent attempt the maximum mark awarded is 50%)

Assessment 3 will be marked using the following criteria:
<table>
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<th></th>
<th>Absent</th>
<th>Inadequate</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment and data collection</strong></td>
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<td>▪ Demonstrates skill in applying an analytical and reflective woman-centred approach to assessment and monitoring.</td>
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<td>5 - 6</td>
<td>7 - 8</td>
<td>9 - 10</td>
<td>/10</td>
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<td>▪ Explains the rationale which for the elements of the midwifery assessment.</td>
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<td>▪ Uses midwifery knowledge to interpret findings</td>
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<td>▪ Recognises and interpret changes in the health status of a woman and her fetus/infant.</td>
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<td><strong>Planning care and midwifery actions</strong></td>
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<tr>
<td>▪ Demonstrates appropriate consultation and referral</td>
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<td>▪ Develops care plans in consultation with the woman</td>
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<td>▪ Assists the woman to meet her physiological and psycho-social needs</td>
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<td>▪ Applies the principles of woman-centred care and a knowledge of related sciences to midwifery practice.</td>
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<td><strong>Safety</strong></td>
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<td>▪ Demonstrates safe practice in the planning and delivery of midwifery care.</td>
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<td>▪ Explains reasons for consultation and/or referral</td>
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<td>▪ Evaluates and advises on the adequacy of safety precautions</td>
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<td>▪ Demonstrates an understanding of legal and ethical responsibilities in relation to midwifery intervention and safe practice</td>
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<td>▪ Demonstrates application of cultural safety principles</td>
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<td><strong>Health promotion</strong></td>
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<td>▪ Identifies and acts on the opportunities for promotion of the woman’s health</td>
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<td>1 - 4</td>
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<td>▪ Applies the principles of adult learning and the physical, biological and behavioural sciences to the development of health promotion programs.</td>
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<td>▪ Utilises appropriate teaching resources in an environment conducive to learning.</td>
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<td>▪ Evaluates client/family understanding of health education issues.</td>
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<td><strong>Optimising health outcomes</strong></td>
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<td>▪ Assists the woman to develop strategies for the transition to motherhood.</td>
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<td>▪ Assists the woman and her family in the development of parenting skills.</td>
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<td><strong>Communication and interpersonal skills</strong></td>
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<tr>
<td>▪ Demonstrates effective communication and interpersonal skills in the assessment and monitoring of individual needs and concerns.</td>
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<tr>
<td>▪ Demonstrates effective communication and interpersonal skills throughout the process of the planning and provision of individualised care in collaboration with other health care providers.</td>
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<td>▪ Demonstrates effective communication and interpersonal skills in the provision of information and support.</td>
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<td>▪ Reflects on own communication and interpersonal skills.</td>
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<td><strong>Management of Professional Practice</strong></td>
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<tr>
<td>▪ Demonstrates application of management principles to organisation of midwifery practice.</td>
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<td>1 - 4</td>
<td>5 - 6</td>
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<td>9 - 10</td>
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<td>▪ Demonstrates the ability to apply knowledge of research to clinical practice.</td>
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<td><strong>Provides correct response to each question as highlighted in the Assessor’s answer sheet.</strong></td>
<td>0</td>
<td>1 - 9</td>
<td>10 - 14</td>
<td>15 - 18</td>
<td>19 - 20</td>
<td>/20</td>
</tr>
<tr>
<td><strong>Does not require more than one (1) prompt for correct answer to each of the questions in the case study.</strong></td>
<td>0</td>
<td>1 - 4</td>
<td>5 - 6</td>
<td>7 - 8</td>
<td>9 - 10</td>
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</table>

**Comments:** ........................................................................................................................................................................... / 100

**Summative Assessment:** Satisfactory / Unsatisfactory

**Assessor 1 Name/Signature:** ....................................................................................................................................................

**Assessor 2 Name/Signature:** .....................................................................................................................................................

Subject Outline: GHMB912 Midwifery Practice 2
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Scaling
Scaling will not occur in this subject.

Submission of Assignments
Specific submission instructions have been included in the assignment details section of this outline. A Science, Medicine and Health assignment cover sheet must be attached to all assignments and all sections must be completed by the student. The cover sheet is available from SMAH Central, Building 41, Room 152 (Wollongong Campus); reception area, Nurse Education Building (Shoalhaven Campus); next to the assignment box at main office, Bega Education Centre; room G01 or next to the assignment box located next to the back door on the ground floor at Southern Sydney Education Centre. Receipts will be issued on submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. The receipt is the only 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.

Note that if assignments are submitted in the after-hours slot in SMAH Central or via post, the receipt must be filled out and left attached to the coversheet. The receipt will be stamped and retained under the counter at SMAH Central for later collection during business hours. You must collect your receipt personally and you will be required to show your student card at the counter of SMAH Central to obtain your receipt. Any assignments received without the coversheet attached, receipt section completed in full or receipt missing will not be receipted. Hard copy is the only accepted format for submission of assignments. The School of Nursing, Midwifery & Indigenous Health does not normally accept email, online, faxed or mailed copies of assignments. Some specific subjects, however, include electronic assignment submission as part of eLearning.

- Wollongong Campus assignment submission: Each assignment should be submitted to SMAH Central, 41.152, or after hours placed in the assignment chute provided in the door of the SMAH Central.
- Bega Education Centre assignment submission: Students should obtain a plain sheet of pink paper from on top of the assignment box and attach it to the assignment so that it covers the SMAH assignment submission cover sheet at the Bega Education Centre in Auckland Street.
- Southern Sydney Education Centre assignment submission: Coversheets are available from either room G01 or next to the assignment box which is located next to the back door on the ground floor. Assignments may be submitted between 9am-5pm Mondays-Thursdays and 9am-2pm Fridays. An after hours submission box is located on the ground floor at the back door. Receipts will be issued on submission. Students may collect a receipt from G01 the following working day for assignments submitted after hours.
- Shoalhaven Campus assignment submission: Each assignment should be submitted to the Administration Officer in the Nursing Education Centre (NU.03) (9.30am-4pm) and placed in the Nursing Assignment Box. If an assignment is placed in the Assignment Box after hours, students may collect the receipt from the Nursing Administration Officer in NU.03 the next working day after submission.

The responsibility for ensuring that work is submitted by the due date lies with the student. Students must keep a copy of their assignments - the onus of proof of submission is on the student, not the lecturer. Students should retain the stamped Student Copy of the receipt as evidence of submission.

Students attending distant clinical placement when an assignment is due may post their assignments in to their local campus:

- SMAH Central (41.152)
- University of Wollongong
- WOLLONGONG NSW
- 2522
- Administration
- UOW Bega
- PO Box 1020
- BEGA NSW 2550
- Nursing Administration
- UOW Shoalhaven
- PO Box 5080
- NOWRA DC NSW 2541
- Nursing Administration
- UOW Southern Sydney
- PO Box 482
- SOUTHERLAND NSW 1499

Assignment coversheets downloadable from http://www.uow.edu.au/health/hbs_central/UOW024546.html are to be completed and attached to all assignments individually – do not attach more than one assignment to a coversheet. Receipt of assignments from Distance students will be acknowledged by email provided that you include your student email account (eg. js234@uowmail.edu.au) on the assignment coversheet. If you have submitted an assignment that includes your email account details and have not received an email receipt within 5 working days, please contact SMAH Central on 02 4221 3492. Please keep a copy of your assignment in case of loss after mailing. Assignments will be returned by post as quickly as possible after
marking. Any other requests to submit assignments by post must be agreed in advance with the Subject Coordinator.

**Due Date**

Unless otherwise specified, assignments are due by 4:00pm on the due date specified for the assessment task.

The date of submission by post for students will be considered to be the postmark date stamped on the assignment envelope. Note that it is not generally necessary to use Express Post as long as the envelope is clearly postmarked. However, approved late submission or other requirements of the Subject Coordinator may necessitate use of Express Post. If Express Post is used you will need to specifically request that the Post Office postmark your envelope, as Express Post envelopes do not normally carry a postmark.

**Late Submission**

Late submission of an assessment task without an approved extension of the deadline is not acceptable. 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 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)).

For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted either: a) after the assessment has been returned to the students or b) more than two weeks after the due date, whichever is the sooner. 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.

**Extensions**

An extension of time to submit assignments can only be granted by the subject coordinator in exceptional circumstances. Pressure of work, either from employment or from other studies, is not an acceptable reason for seeking an extension of time. Carefully note the due date for each assignment and plan your work so that deadlines can be met.

Students seeking an extension must submit an application for academic consideration through SOLS with appropriate documentation PRIOR to the deadline for submission of the assessment task.

**Assessment Return**

Marked assignments will be handed out in class or be available for collection during academic consultation hours OR according to the arrangement announced by the Subject Coordinator. In accordance with University Policy marked assignments will usually only be retained by the Subject Coordinator/Tutor for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.

**Supplementary Assessments**

Students can log on to SOLS and click on the link titled “Supplementary Assessment” to view any applicable offers or use the following link: http://www.uow.edu.au/student/exams/suppassess/index.html.

Supplementary assessment may be offered to students who apply for student academic consideration and can demonstrate suitable grounds in accordance with the Student Academic Consideration Policy. The
Examination Rules
In 2012, there were a number of changes to the University Examination Rules that affect all current students. You can find this information at the following link; http://www.uow.edu.au/student/exams/index.html.

Supplementary Examinations
You can find the information for supplementary examinations at the following link; http://www.uow.edu.au/student/exams/aboutsupp/index.html.

Student Academic Consideration Policy
Academic Consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student's control which significantly impair a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances. It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student's academic progress. However, academic consideration, where appropriate, may help to minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject or to avoid some of the usual consequences of failure in a subject.

To apply for academic consideration you must submit an application via SOLS, as well as relevant documentation which is submitted in person to Student Central in Bld 17. The Subject Coordinator will be automatically notified of your request once you have submitted documentation and they will approve or decline your application. Students should log on to SOLS to see if their request has been approved. In the event of a genuine emergency, you must notify the Subject Coordinator as soon as possible by whatever means practical at the time, and follow with a formal academic consideration request as soon as you are able to.

The full policy on Student Academic Consideration is found in the Policy Directory on the UOW website.

System of Referencing Used for Written Work
The School uses the Harvard system of referencing, unless otherwise specified for a particular assignment – check Details of Assessment Tasks.


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
Plagiarism means using the ideas of someone else without giving them proper credit. ALL work submitted for assessment MUST BE YOUR OWN. The other person may be an author, a lecturer or another student. The work may previously have been published in print or on the Web.

Plagiarism will not be tolerated and may result in the imposition of severe penalties. The University of Wollongong has the power to reprimand and penalise any student found guilty of such offences. If plagiarism is suspected, this will result in appropriate investigations.

“Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s Academic Integrity and Plagiarism Policy as set out in the University Handbook, the University’s online Policy Directory and in Faculty Handbooks and subject guides. 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 has led to the expulsion from the University.”

To avoid plagiarism when using other people’s work, take care to reference appropriately. For assistance with correct referencing technique, consult with your tutor or lecturer. The Learning Development Centre also provides assistance to students on how to correctly reference.

Please note that you are required to sign a declaration on the assignment cover sheet, stating that you have read and met the requirements for the assignment, that (except for group assignments) you have not collaborated with other students, that you have not plagiarised and that, where you have used the work of others, you have referenced it appropriately. Academic staff will return your assignment unmarked if you have not signed the declaration.

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

**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.