Section A: Subject Information

Credit Points: 6
Delivery Method: Flexible
Campus Locations: Wollongong
Pre-requisite(s): Nil
Co-requisite(s): Nil

Subject Contacts

Subject Coordinator/Lecturer
Name: Mrs Carolyn Antoniou
Location: School of Nursing and Midwifery, Building 41, Room 223
Consultation mode and times: Monday 10.00-12.00 (Southern Sydney campus), Thursday 10.00-12.00 (Wollongong campus)
Telephone: 61 2 4221 3201
Email: carolyn_toldi@uow.edu.au

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:
Moodle - [http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf](http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf)

Learning Outcomes

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

(a) explore workplace cultures and the factors which may sustain or resist the evolution of culture of learning and development;
(b) develop and use models and tools to support engagement and collaboration for practice change;
(c) explore the use of practical processes that support workplace change and development;
(d) learn the techniques of generating knowledge for action and in action;
(e) explore and develop facilitation and practices which support practice development and the development of cultures of learning.

Graduate Qualities

The University of Wollongong has developed five graduate qualities ([http://www.uow.edu.au/student/qualities/index.html](http://www.uow.edu.au/student/qualities/index.html)) 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:

1. **Informed**: Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.
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.
3. **Problem solvers**: Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.

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.

**Mandatory Minimum Attendance Requirement**

**Flexible delivery**: It is expected that students will allocate 12 hours per week to this subject, including class attendance. Class attendance is not an assessable component for the purposes of accumulating marks, but attendance at certain classes may be compulsory and failure to meet attendance requirements may result in a Technical Fail for the subject—please see Section B: Assessment Information for details. Dates for study days and weeks will be provided by the subject coordinator prior to session.

**Lecture, Tutorial, Laboratory Times**

All timetable information is subject to variation. 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, as of publishing the following applied.

**Prescribed Readings (includes eReadings)**


**Key References**


Walsh, K & Moss, C 2007, ‘Practice development in New Zealand: reflections on the influence of culture and context’, *Practice Development in Health Care*, vol. 6, no.1, pp. 82-85.


Recommended readings are not intended as an exhaustive list, 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.

Textbooks and Materials to be purchased by students

Textbooks

Materials
Nil

Recent Changes to this Subject
Change: Nil

Student Support and Advice
SMAH Central
Location: 41.152
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au

Section B: Assessment

Details of Assessment Tasks

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Practice Development Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Presentation</td>
</tr>
<tr>
<td>Due date</td>
<td>2/05/2014</td>
</tr>
<tr>
<td>Weighting</td>
<td>10%</td>
</tr>
<tr>
<td>Length</td>
<td>10 Minutes</td>
</tr>
<tr>
<td>Details</td>
<td>Students will be required to deliver a brief presentation to their peers on the clinical, practical and academic relevance of a practice development topic, process, method, theory or tool. The topic/area should be small and contained and might include using new methods of engagement, reflection or problem solving in relation to practice issues within their work context.</td>
</tr>
<tr>
<td></td>
<td>□ Attach the SMAH Assignment Cover Sheet to the Front of the Assignment.</td>
</tr>
<tr>
<td></td>
<td>□ Attach the Marking Guide after the Reference List.</td>
</tr>
<tr>
<td></td>
<td>□ Do not include your name on the cover sheet, title page, or header / footer of your assignment. Student numbers are to be used as an identifier.</td>
</tr>
<tr>
<td>Submission</td>
<td>Submit hardcopy of your assignment to your lecturer in class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 2</th>
<th>Practice Development Essay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Essay</td>
</tr>
<tr>
<td>Due date</td>
<td>30/05/2010</td>
</tr>
<tr>
<td>Weighting</td>
<td>60%</td>
</tr>
<tr>
<td>Length</td>
<td>3000 words</td>
</tr>
<tr>
<td>Details</td>
<td>Students will write an academic paper on an agreed practice development topic of their choice. This paper will explore the theoretical and practical underpinnings of the topic area and its relevance to their clinical context.</td>
</tr>
</tbody>
</table>
Attach the SMAH Assignment Cover Sheet to the Front of the Assignment.
Attach the Marking Guide after the Reference List.
Do not include your name on the cover sheet, title page, or header / footer of your assignment. Student numbers are to be used as an identifier.

Submission
Submit hardcopy of your assignment to SMAH Central on Level 1 in Bld 41 or as per submission of assignment guidelines within this document.

<table>
<thead>
<tr>
<th>Assessment 3</th>
<th>WADULA Workbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Case Study</td>
</tr>
<tr>
<td>Due date</td>
<td>16/06/2010</td>
</tr>
<tr>
<td>Weighting</td>
<td>30%</td>
</tr>
<tr>
<td>Length</td>
<td>WADULA Workbook completed plus 1500 words of explanatory notes excluding references</td>
</tr>
<tr>
<td>Details</td>
<td>Students will complete the WADULA workbook in relation to a practice puzzle. The workbook will be accompanied by explanatory notes which will reflect on the process of developing and acting on an action plan for practice change in the student’s practice context.</td>
</tr>
<tr>
<td>Submission</td>
<td>Submit hardcopy of your assignment to SMAH Central on Level 1 in Bld 41 or as per submission of assignment guidelines within this document.</td>
</tr>
</tbody>
</table>

Assessment tasks will be marked using explicit criteria that will be provided to students prior to submission.

**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%.

A Technical Fail (TF) grade will be awarded for the subject even where the total marks accumulated are 50% or higher, if one or more of the following criteria are not met:
- does not attempt all assessment tasks

**Minimum Requirements: Student Participation**
Student attendance at tutorials, practicals seminars and/or simulations is compulsory and students must attend 100% of classes. Absences will require a medical certificate or other suitable documentation which must be presented to the Subject Coordinator 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.

**Minimum Participation:** Student participation in tutorials, practicals and/or seminars is an assessable component of this course. Students who do not meet minimum participation 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.

**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. 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.

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

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

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

**Submission of Assignments**

*Please note: Students at satellite campuses, please refer to your campus admin or campus manager for assignment submission details.*

Specific submission instructions have been included in the assignment details section of this outline. Assignments submitted at SMAH Central must have a SATS (Student Assignment Tracking System) coversheet attached to the front of the assignment. Instructions for generating a coversheet can be found on the SMAH Central web page: [http://smah.uow.edu.au/current-students/UOW151958.html](http://smah.uow.edu.au/current-students/UOW151958.html)

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

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

If an assignment is submitted to SMAH Central without any of the above we will contact you through your student email address and advise that you need to return to SMAH Central with the correct coversheet. Your assignment won’t be considered submitted until the correct coversheet is attached. This might mean that your assignment is submitted late.

An email receipt will be issued on the same day as submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. It is your responsibility to contact SMAH Central if you have not received this receipt by the following business day. The receipt is proof of submission of assignments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required. SATS Group Assignment Coversheets are printed by the lead member of the group and subsequent names can be added in the SATS student interface before printing. All members of the group must sign the printed SATS Group Assignment Coversheet before submitting the assignment.

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

Students may post their assignments to:

- SMAH Central (41.152)
- University of Wollongong
- Wollongong NSW 2522

Distance students who would like to have marked assignments returned must include a stamped self-addressed envelope with the posted 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 Grievance Policy (Coursework and Honours Students)

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

l. Workplace Health and Safety, where relevant

m. Intellectual Property Policy

n. IP Student Assignment of Intellectual Property Policy, where relevant

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

p. Human Research Ethics Guidelines, where relevant

q. Animal Research Guidelines, where relevant
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”.

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>
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<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>20140217</td>
<td>Mrs Carolyn Antoniou (Subject Coordinator)</td>
<td>Miss Emma Purdy (ADE Rep)</td>
<td>Final Autumn 2014 Iteration</td>
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