# Welcome to INFO 532

Welcome to INFO 532 Health Information, which will be coordinated by Rowena Cullen and Berenika Webster.

Rowena has carried out a number of research projects in the field of health information use in New Zealand, and been a member of several government working parties on health information, including the WAVE project's Knowledge Management Workstream (2001). An active member of the Health Informatics group at Victoria, Rowena has just published a book on Health Information on the Internet.

Berenika has been teaching a post-graduate course in health sciences information, and was involved in National Health Services (UK) and Wellcome Trust-funded projects on knowledge transfer and evaluation in health sciences research. At Victoria, she is a member of the Health Informatics group.
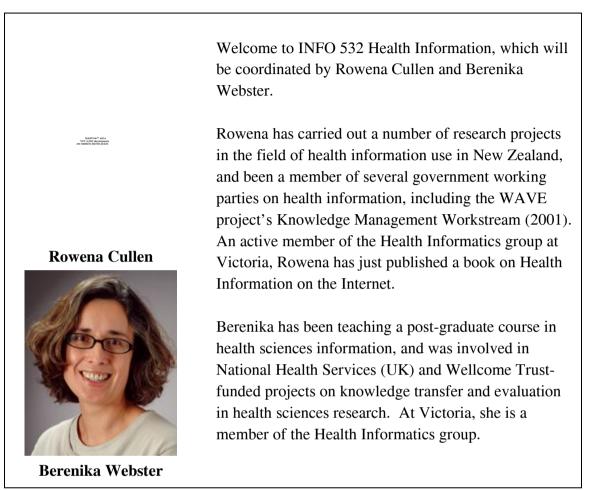
**Rowena Cullen**

**Berenika Webster**

If you wish to discuss any aspect of the course, you can contact us as follows:

**Email:** Rowena.Cullen@vuw.ac.nz; Berenika.Webster@vuw.ac.nz

**Telephone:** (04) 463 5788 (RC); (04) 463 6868 (BW) (for calls within the Wellington free calling area). Alternatively, call the Administration Office on (04) 463 5103.

**Freephone:** 0800 11 62 99 (for open learning students or internal students calling from outside Wellington). Either you will be put straight through to me, or our Open Learning Administrator will relay a message.

**Fax:** (04) 463 5446

**Room:** EA 203 (RC); EA 226 (BW), Level 2, Easterfield Building.

If you wish to send something by **post**, the address is:

**Rowena Cullen** or **Berenika Webster**
School of Information Management
Victoria University of Wellington
PO Box 600, Wellington

Assignments should *not* be sent to the above address;  see the details under 'Assessment' below.  Non-assignment material being delivered by courier or in person should go to the SIM Administration Office, EA 121, Easterfield Building, Kelburn Campus, Victoria University of Wellington.

# Structure of the coursebook

This coursebook, which should be read in conjunction with the LIM Programmes *Administration Handbook*, is divided into two sections:  this course information section (in which the contents of the INFO 532 course are discussed along with course-specific administrative information and Internet conference or internal session details); and a section containing twelve study modules (which will be followed by any readings associated with those modules).  This print coursebook is augmented with a website:

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http://blackboard.vuw.ac.nz
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See 'Online information' for more on this.

Learning objectives are specified for each study module.  **Students should note** that some modules include practice questions for you to complete;  you will need to look at reference sources, search databases, or look at websites on the Internet in order to answer them.  It is important that you try to find answers to the practice questions **before** the weekly session, as we will spend some time talking about the different strategies people in the group have used.  Some of the questions may not have an obvious "right" answer, and one of the things we can talk about is what additional information you would need in order to be able to find an "answer".

From the Blackboard site for this paper, you will be able to link directly to any websites mentioned in the coursebook, and access online discussion forums with your class peers.  For many of the modules there will be additional Internet-based resources that you will want to examine and evaluate.  These will usually be discussed during the weekly session and/or via our email discussion group.  You are encouraged to make use of the Blackboard environment to post additional points you wish to have addressed.

## Using or quoting coursebook material

The coursebooks used in the LIM programmes have been developed over a period of time.  As a result, each coursebook is likely to include new material contributed by the coordinator and staff involved in the current offering of the course, as well as material contributed by staff involved in earlier offerings.  Every effort has been made by our academic and editorial staff to ensure that all material is correctly attributed and complies with the University's copyright license obligations.  If quoting or referring to material written for this coursebook, you should treat it as being contributed anonymously rather than being attributable to the person delivering the particular module in which it appears, unless the authorship is clearly indicated.

# Class times and requirements

The course will be taught by means of weekly sessions, for which students will be expected to do preparatory reading from the supplied course materials, online material, and from readings which they themselves identify.  Students will be expected to participate in seminars and discuss, from their own experience, the topics and issues in the modules.  Internet audioconference sessions will be conducted to allow participation by open learning students from around New Zealand.

The time commitment for this course is approximately 10–12 hours per week, which includes time spent in the weekly seminar.  The balance of your time should be spent reading the material in the coursebook and online, exploring the information resources we are discussing, and completing assignments.

# Course description

INFO 532 examines the ways in which health information is created, stored, accessed, and disseminated to a range of consumers, from health and allied health professionals to health consumers.  The use of information technology and other information issues unique to the health sector are studied.

# Learning objectives

At the conclusion of this course, students should be able to:

1.    Demonstrate an awareness of the broad issues concerning the creation, organisation, dissemination, and use of all kinds of health information.

2.    Describe the information needs of health professionals and allied health professionals which are known from research.

3.    Select judiciously from and demonstrate an ability to use a range of information resources and services that meet the needs of these groups.

4.    Identify the key issues in the provision of consumer health information in New Zealand.

5.    Demonstrate an ability to carry out an effective search on the main health sciences database, Medline, and retrieve evidence-based sources of information.

6.    Apply the techniques of critical appraisal to information in the health sciences.

7.    Describe the role of technology in the creation and dissemination of health information.

8.    Discuss the future development and operation of health information systems and services.

# General University information

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

## Faculty of Commerce and Administration offices

**Railway West Wing (RWW) FCA Student Administration Office:** The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours, call the office on (04) 463 5376.

**Easterfield (EA) FCA/Law Kelburn Office:** the Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building and includes the ground floor reception desk (EA005), and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.

- Information concerning administrative and academic matters.

- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).

- Examinations-related information during the examination period.

Check with the Student Administration Office for opening times: (04) 463 5376.

## Student conduct and staff conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor.

This Statute is available in the Faculty Student Administration Office, or at
        `http://www.vuw.ac.nz/policy/StudentConduct`
The policy on Staff Conduct can be found on the VUW website at
        `http://www.vuw.ac.nz/policy/StaffConduct`

## Academic grievances

If you have any academic problems with your paper you should talk to the tutor or lecturer concerned or, it you are not satisfied with the result of that meeting, see the LIM Programme Director (Tony Hooper, `tony.hooper@vuw.ac.nz`) or the Head of School (Sid Huff, `sid.huff@vuw.ac.nz`). If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website, at

`http://www.vuw.ac.nz/policy/AcademicGrievances`

## Students with special requirements

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment, or chronic medical condition (temporary, permanent, or recurring) that may impact on your ability to participate, learn, and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible.

Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs, and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: `disability@vuw.ac.nz`. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

## Academic integrity and plagiarism

Academic integrity is about honesty — put simply, it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times. Plagiarism is a form of cheating which undermines academic integrity, and is **prohibited** at Victoria. The University defines plagiarism as follows:

> Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means *anything* that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other

printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas.  It also includes the organisation or structuring of any such material.

*Plagiarism is not worth the risk.*  Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (see above) and may be penalised severely.  Consequences of being found guilty of plagiarism can include:

- an oral or written warning;

- suspension from class or university;

- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism, and how to avoid it, on the University's website, at

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http://www.vuw.ac.nz/home/studying/plagiarism.html
```

## Student support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean, who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services.  Find out more at

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http://www.vuw.ac.nz/st_services/
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or email

```
student-services@vuw.ac.nz
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VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates.  The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email `education@vuwsa.org.nz`.

## Manaaki Pihipihinga `Mäori` and Pacific Mentoring programme

VUW offers academic mentoring for Mäori and Pacific students studying at all levels in the Faculties of Humanities & Social Sciences, and Commerce & Administration, with weekly sessions for an hour with a mentor to go over assignments and any questions from tutorials or lectures.  Registered students can use the facilities study

rooms and computer suite, at any time, at Kelburn and Pipitea.  There is also a mature student and post-graduate network.  A mentoring room will also be running at Pipitea Campus starting January.  For further information, please contact:

Melissa Dunlop
Programme Coordinator
Room 109 D
14 Kelburn Parade (back courtyard)
Ph: (04) 463 6015; email: `Maori-Pacific-Mentoring@vuw.ac.nz`

# Course schedule

INFO 532 will be held in the third trimester (October–January) of the 2005 academic year.  There will be no sessions for two weeks during the Christmas break (23 December 2005–3 January 2006).

- For **open learning students**, there will be a weekly Internet conference on Wednesdays, from 5.00–6.30 p.m.

- **Internal students** will attend the sessions on campus.  These will be held in the Easterfield Building, Room EA 004, on Wednesdays from 2.10–4.00 p.m

| Week | Dates | Topic | |
|---|---|---|---|
| 1 | 31 Oct.-4 Nov. | The organisation and delivery of health care and health information in New Zealand | RC |
| 2 | 7-11 Nov. | The information needs of health professionals | BW |
| 3 | 14-18 Nov. | Consumer Health Information (CHI) | BW |
| 4 | 21-25 Nov. | Special consumer groups; women's health, Māori health, alternative and complementary medicine | RC |
| 5 | 28 Nov.-2 Dec. | Medical and health information sources and services; (including audio-visual information) | BW |
| 6 | 5-9 Dec. | Allied health literature (CINAHL, etc.);  pharmaceutical and drug information | BW |

| 7 | 12-16 Dec. | Medical terminology;  MEDLINE searching, MeSH headings, PubMed and PubMed services | RC |
|---|---|---|---|
| 8 | 19-23 Dec. | Evidence-based medicine | RC |
| 9 | 2-6 Jan. | Critical appraisal | RC |
| 10 | 9-13 Jan. | Health information on the Internet | BW |
| 11 | 16-20 Jan. | Electronic Health Records, telemedicine and integrated health information services | RC |
| 12 | 23-27 Jan. | Health informatics | BW |

# Assessment

None of the LIM courses has a formal final examination.  This course will be internally assessed, and there will be three written assignments to be completed during the trimester.

**Note:**  There are three required assignments for this course, assignments 1, 2 and **either** 3 (a) **or** 3 (b).

| Assignment | Date due | Value | Length |
|---|---|---|---|
| **1.** Annotated Medline search | 10 Jan. 2006 | 25% | No word limit |
| **2.** Critical appraisal of a research article | 24 Jan. 2006 | 25% | 1500 words max. |
| **3 (a).** Evaluation of a 'healthcare information environment'<br>        **or** | 7 Feb. 2006 | 50% | No word limit |
| **3 (b).** Knowledge base and information resources in healthcare | 7 Feb. 2006 | 50% | No word limit |

**Presentation**

Details of the LIM Group's assignment policy, including presentation, will be found in the *Administration Handbook*.  Conditions and details for the written assignments are as set out in the *Administration Handbook*, except that there is no word limit on

either Assignment 1 or 3 (a).  You are reminded to put your name *only* on the back of the last page of any written assignment, because the coordinators wish to mark each assignment before they know who wrote it.

## Plagiarism

You should read and take heed of the statements on collaboration and plagiarism above and in the *Administration Handbook*;  you *must* acknowledge all sources you use.  While you are encouraged to work together while preparing for the weekly sessions, assessed work must be completed individually, and collaboration confined to discussion of general points.

We expect you to present information in your own words, based on your understanding of the background material you read. ***Any assignment which contains extensive plagiarism will receive an automatic fail grade***.

## Submission

Remember to keep a copy of each assignment you send us, just in case the original goes astray.  Assignments should be submitted as follows:

**Open learning students:**
*      **Post:**  To MLIS O.L.—INFO 532, Library and Information Studies, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
*      **Courier:**  To MLIS O.L.—INFO 532, Room 121, Easterfield Building, Kelburn Parade, Wellington.

**Internal students:**
*      **Post:**  To MLIS INTERNAL—INFO 532, Library and Information Studies, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
*      **Deliver:**  To the MLIS Assignment Box, Level 1, Easterfield Building.  This box is cleared at 5.00 p.m. on the due date.  Any late assignments should be delivered to the following address:
*      **Courier or late delivery:**  To MLIS INTERNAL—INFO 532, Room 121, Easterfield Building, Kelburn Parade, Wellington.

## Terms

Students in INFO 532 are expected to attend and participate in all the weekly sessions. Each week, you will be expected to read that week's study notes and additional material on Blackboard, plus any readings for that module supplied in the coursebook, and complete any questions and exercises given as preparation for the weekly session. Terms will be granted to students who have:

• attended a minimum of 75% of the scheduled Internet conference[1] or seminar sessions;

• submitted the three assignments required for assessment within the time allowable.

# Online information

In addition to the coursebook, you will be required to use the online resources for this course which are available in the School's Blackboard online learning environment:

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http://blackboard.vuw.ac.nz/
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The Blackboard environment will contain a web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information, updates, etc. You should read the appropriate module web pages in conjunction with this coursebook.

Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on please contact the Help Desk, at:

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scs-help@vuw.ac.nz
```

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[1] To be considered in attendance at an Internet conference session, an open learning student must be able to contribute orally to the session using the Internet conferencing software; that is, the student must have a working microphone attached to his or her computer making it possible to respond to questions, and to contribute ideas orally.

All LIM students will be automatically enrolled in LIM Programmes Information on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

**Internet conferencing**

Distance sessions are now being conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Windows XP or Windows 2000, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at

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http://www.sim.vuw.ac.nz/conferencing/
```

There is also an 'Internet Conferencing' button linking to this page in Blackboard.

***Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room***. Regular classes will be held in the LIS Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIS room. Study groups can use the discussion rooms out of regular class times.

For further information, follow the help links on the Internet Conferencing page; details, including screen name conventions, are also available on Blackboard under LIM Programmes Information.

**LIM Students email list**

Mass communication between the school and students is via the email list. It is your responsibility to ensure you are on the email list; subscription is essential.

To subscribe: send an email to
```
lim_students-subscribe@vuw.ac.nz
```

To unsubscribe: send an email to
```
lim_students-off@vuw.ac.nz
```

No text in the body or subject line is required. You will be sent a confirmation email, and must confirm the operation by clicking reply and send. You will then receive a welcome or goodbye email.