

NURS/MIDW 595

**A Research Paper in Nursing
or Midwifery**

MA(Applied)/MN (Clinical)

Course Co-ordinators:

Chris Walsh (to mid April)

Karen McBride-Henry (mid April-Nov)

2009

IMPORTANT NOTICE

The Graduate School of Nursing, Midwifery & Health at Victoria University of Wellington, uses all reasonable skill and care in an effort to ensure the information and course content information contained in this outline is accurate at the time of going to print.

Students should be aware, however, that in the event course timetables and venues need to be changed, all attempts will be made to notify the students.

Produced by the Graduate School of Nursing, Midwifery & Health,
81 Fairlie Terrace, Kelburn, Wellington 6021.

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STAFF TEACHING IN THIS COURSE

COURSE CO-ORDINATORS

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STUDENT ADMINISTRATOR

Abbey McDonald

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CONTACT DETAILS

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Fax: (04) 463-5442

Email: nmh@vuw.ac.nz

Web site: <http://www.victoria.ac.nz/nmh>

Office Hours: Monday to Friday 8.30am to 5.00pm

GRADUATE SCHOOL DATES

The Graduate School office will be open on Wednesday 5 January 2009 and close on Tuesday 22 December 2009.

In keeping with the practice of other years, academic staff will not be available on Fridays, except for the times they are involved in Schools.

COURSE AIMS

In this course students will develop and write a research paper on a negotiated topic. Students follow a line of systematic inquiry into a practice or professional question usually involving a comprehensive review of the literature. The findings of this research inquiry are presented in a scholarly paper, which captures the current state of knowledge and makes a contribution to the practice discipline of midwifery or nursing.

COURSE OBJECTIVES

At the end of this course students will have demonstrated their ability to:

- Design a literature research question and search strategy
- Identify an academic journal for possible publication of the literature review
- Conduct a literature search
- Analyse, summarise and synthesise the literature relevant to the question
- Write a literature review in a format suitable for submission to the chosen journal

COURSE ORGANISATION

This course is organised over two trimesters of the academic year.

Students are expected to attend two schools held on 18 - 20 March and 12 - 14 August.

Both Schools are held in Wellington.

PRE-READINGS

What can students do before 1st School?

To prepare for the academic year, there are a number of activities that students can undertake. The most practical include:

- reading about the purpose and activities associated with undertaking literature reviews
- reading about the practical aspects of scholarly writing
- building word-processing skills and practicing database searches
- **Please come to the first school with ideas of the general topic areas from which you will chose a research question. You will also be guided toward the interest areas of staff in the School.**

REQUIRED TEXT

Aveyard, H. (2007). *Doing a literature review in health and social care: A practical guide*. Maidenhead: Open University Press (McGraw-Hill).

RECOMMENDED READING/TEXT

Recommended texts:

We recommend that you purchase or have access to a copy of

- *The Publication Manual of the American Psychological Association (APA) 5th Edition* for guidance regarding referencing styles.

General reading:

For this course you will find it helpful to read a range of textbooks, journals and theses, for example;

- Texts that concern the processes of using literature to research or to gather evidence.
- Contemporary nursing journals that publish literature reviews (eg *Journal of Advanced Nursing*) – examples of papers using particular methods, papers about methods of working with literature.
- Books that discuss methods of synthesising evidence.
- You may choose to explore the thesis collection of this and other universities to gain a sense of some of the more general ways of approaching a literature review.

WORKLOAD

30 point courses in the Graduate School of Nursing, Midwifery & Health have an average workload of twelve hours per week.

MANDATORY COURSE REQUIREMENTS

In order to successfully complete this course you are required to attend all Schools unless under special circumstances prior arrangements have been made with the course co-ordinator.

Students must submit and pass all pieces of assessment to satisfactorily complete the course.

GENERAL UNIVERSITY STATUTES AND POLICIES

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to the Academic Policy and Student Policy sections on:

<http://www.victoria.ac.nz/home/about/policy>

This website also provides information for students in a number of areas including Academic Grievances, Student and Staff conduct, Meeting the needs of students with impairments, and student support/VUWSA student advocates.

BLACKBOARD INFORMATION

Students enrolling for this course may need access to the VUW flexible learning system (Blackboard) via the Internet.

Blackboard is an online environment that supports teaching and learning at Victoria by making course information, materials and learning activities available online via the internet. Blackboard provides web-based access to course content, assessment, communication and collaboration tools. Instructions for using this will be provided as part of timetable during the 1st School. Students will need to be able to access the Internet on a regular basis.

The following software, which is necessary for using material on Blackboard, is freely available to download from the internet if you don't already have it:

- Netscape Communicator v 4.78 or higher (v. 7.1 recommended) OR
- Microsoft Internet Explorer v. 5.2.x or higher
- MS Windows 2000 or XP/ MacOS 9 or Mac OS X.2 or higher

Other software: Adobe Acrobat Reader - free download from <http://www.adobe.com/products/acrobat/>

Microsoft Office or Microsoft Viewers. The viewers can be downloaded free of charge from: <http://www.microsoft.com/office/000/viewers.asp>

Computer skills required:

- Internet browsing skills
- Basic word processing skills

How to log onto Blackboard

- Open a web browser and go to myVictoria.ac.nz
- Enter your account username which you can find in your *Confirmation of Study* sheet
- It is usually made up of 6 letters of your last name and 4 letters of your first name
- Enter your password. If you have never used Victoria computer facilities your initial password is your student ID number
- Click on the Blackboard icon
- Alternatively, if you want to access Blackboard without going through the myVictoria portal, just log on at <http://blackboard.vuw.ac.nz>

Off Campus access

Blackboard is available from any location where you can access the Internet. This may be your home, work or an Internet café.

Problems with access? Contact ITS service desk **04 463 5050**

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as 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, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website: <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

USE OF TURNITIN

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>.

Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin.

Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

SCHOOL CATERING

The Graduate School will provide tea & coffee for morning and afternoon breaks while students are attending Schools (**lunch is not provided**). Your 1st School is being held at Karori Campus, Pankhurst Building, Room 102.

During the lunch breaks you may wish to investigate a variety of student cafes within walking distance on Karori Campus or at the local shops. More information will be posted to you but campus maps are located at: http://www.victoria.ac.nz/home/about/maps/campus_karori.aspx

Please note: There is very little parking available but there are several buses that go from the Railway Station and Bus Terminal that go up to Karori on a regular basis:
<http://www.victoria.ac.nz/home/about/access/default.aspx>

COURSE TIMETABLE

WEEK STARTING Monday	DATES	EVENT	ACTION
2 February	6 February	Waitangi Day	
9 February			
16 February			
23 February			
2 March			
9 March			
16 March	18 - 20 March	1st School	
23 March			
30 March	1 April		1st Assignment due
6 April	10 April	Easter Friday	
13 April	13 April	Easter Monday	
	14 April	VUW Holiday	
20 April	25 April	ANZAC Day	
27 April			
4 May			
11 May			
18 May			
25 May			
1 June	1 June	Queens Birthday	
8 June			
15 June			
22 June	24 June		2nd Assignment due
29 June			
6 July			
13 July			
20 July			
27 July			
3 August			
10 August			
17 August	12 - 14 August	2nd School	
24 August			
31 August			
7 September			
14 September			
21 September	23 September		3rd Assignment due
28 September			
5 October			
12 October			
19 October			
26 October	26 October	Labour Weekend	

SCHOOL TIMETABLES

1ST SCHOOL

Dates: Wednesday 18, Thursday 19 & Friday 20 March 2009

Times: 9.00am - 5.00pm

Venue: Room 102, Pankhurst Building, Karori Campus (maps enclosed)

Please come to the first school with ideas of the general topic areas from which you will chose a research question. You are strongly advised to explore the literature in an area of staff interest. A list of staff research interests will be provided for you.

General outline: (a detailed timetable will be available at the commencement of the School)

Day One:

- Introduction to the course
- Identification of GSNMH staff research interests and student selected topic areas
- Sessions on question formulation and literature searching
- Discussion in peer groups of proposed topics

Day Two

- Library work

Day Three

- Sharing learning, problem solving, review of questions
 - Discussion of assignments
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2ND SCHOOL

Dates: Wednesday 12, Thursday 13 & Friday 14 August 2009

Times: 9.00am - 5.00pm

Venue: Room 203 83 Fairlie Tce, Kelburn

This School will involve discussion of progress, student presentations and peer feedback, and work toward completion of papers. Students should come to the second School with a good draft of their final paper.

A detailed programme will be available at the commencement of the second School.

ASSIGNMENT SUBMISSION GUIDELINES

The ability to plan for and meet deadlines is a core competency of both advanced study and professional practice. Failure to meet deadlines disrupts course planning and is unfair to students who do submit their work on time. It is expected therefore that you will complete and hand in assignments by the due date. Electronic versions of assignments may be submitted by email to meet the assignment submission deadline, but a hard copy must have already been posted. Some courses require that you access Blackboard and submit all assignments through this site; please refer to your course outline for identification of these courses and assignments.

If ill-health, family bereavement or other personal emergencies prevent you from meeting the deadline for submitting a piece of written work or from attending class to make a presentation, you can apply to the course coordinator for an extension to the due date.

Receipt of assignments

Assignment cover sheets and acknowledgement postcards are attached at the back of this outline. Please ensure you complete an assignment cover sheet and attach it to the front of each assignment you submit. All assignments are to be sent to **Abbey McDonald, Student Administrator**, who will record the details and pass it to the appropriate marker. **Please do not address assignments to members of the academic staff, as they are not necessarily the markers of the assignment.** If you want to have receipt of your assignment acknowledged, complete an acknowledgement postcard and attach it to the front of your assignment.

Extensions

An extension to a deadline will only be considered where there are extenuating circumstances. You should let your course co-ordinator know as soon as possible in advance of the deadline if you are seeking an extension. An application for extension should be made via email or written application after discussion with your course co-ordinator.

Late penalties

A penalty will be incurred for late submission of work **where no prior arrangement** has been made as follows;

- Work submitted without an approved extension up to 7 days late will receive a 10% reduction in mark, equivalent to a two grade penalty, for example;
A to B+
B to C+
- For lateness of 7-14 days the work will be marked but will receive no more than a C grade;
- Work submitted without an approved extension that remains outstanding beyond two weeks from the due date will attract an 'E' (fail) grade;
- A penalty will also be incurred for exceeding the word limit to the extent that it is unnecessarily excessive. The penalty may be to ignore the work incorporated in the excess.

Student coursework assignments submitted by the due date will normally be returned with feedback within **four weeks** of the due date. Students who do not submit assignments within this timeframe may be subject to delays in their assignment being returned and may not receive comprehensive feedback.

Grading

Grading is according to the University standard as follows:

85% - 100%	A+	60% - 64%	B-
80% - 84%	A	55% - 59%	C+
75% - 79%	A-	50% - 54%	C
70% - 74%	B+	40% - 49%	Fail D
65% - 69%	B	0 - 39%	Fail E

ASSIGNMENT WRITING: GUIDELINES FOR FORMAT AND PRESENTATION

The Graduate School recommends the use of APA referencing for all assignments and information on APA referencing can be found by searching online:

Publication Manual of the American Psychological Association: 5th ed. (2001).

Students can also request a copy of the Referencing the APA Style A Brief Guide (Brochure) from Student Learning Support Services or view on:

http://www.vuw.ac.nz/st_Services/slss/studyhub/reference/APA.pdf

- Assignments should be concise and relevant; when a word limit applies students should avoid exceeding it. Keep within 10% of the stated limit, e.g. 3000 words means 2750 - 3300. Word count includes references
- Font size 12, Times New Roman or Arial only
- Double or 1.5 line spacing. Justify all text
- 4.5-5 cm margin on the left side for marker's comments.
- Assignments must be typed and printed clearly on one side of A4 size white paper only, with all pages fastened together by staple or secure clip.
- All pages should have a footer which includes the following:
 - Course number, assignment number and student ID number (left aligned), e.g. *NURS 595, Assignment 2, 300011122*
 - Page number (right aligned)
- Include a title page and always attach an assignment cover sheet on top. The cover sheets are included with the Course Outline.
- Appendices: These are additional materials related to the text but not suitable for inclusion because of its length or format (e.g. policy documents, etc). These are not marked or counted in the word limit, but should be clearly referred to as appropriate within the main text (e.g. see Appendix A).
- Do not use plastic sheets, clear files or folders to put the assignment in (except for your portfolio), as these make it difficult for markers to handle.
- Ensure you keep a copy of your assignment until it is returned from being marked.

ETHICAL CONSIDERATIONS

The overall goal of the programmes in the Graduate School of Nursing, Midwifery and Health (GSNMH) is to assist students to advance their knowledge and practice. As much of the content for the course revolves around clinical practice and clinical education it is important to maintain clear and appropriate professional boundaries while undertaking study for this course.

Students are expected to ensure that:

- At all times they act within the boundaries of professional Codes of Conduct, professional standards, relevant legislative frameworks and the governance, rules and contracts of their employing organisation
- The work for this course does not constitute a formal research project and all information gathering must be clearly defined and remain within the student's professional boundaries
- They have regular contact with the course co-ordinator and raise any issues and concerns at the earliest possible time
- Where any particular person/patient/client is the subject of an assignment, verbal consent is obtained from the person/patient/client. If getting this consent is problematic, they discuss with the course co-ordinator how to proceed with the assignment
- Where any particular person/patient/client is the intended subject of an article or report, written consent is obtained from the person/patient/client. If getting this consent is problematic, they discuss with the course co-ordinator how to proceed with the article/report
- At no time in the course do they seek information from or apply interventions to patients/family/whanau that are beyond what is part of their scope and area of practice
- When recording practice-based information students maintain a high degree of ethical and moral comportment, with particular consideration of confidentiality and privacy issues when deciding what and how they record patient/ client information, and how they share practice experiences
- With regard to the confidentiality of practice-based information shared by peers within the context of the course, that they are guided by ethical considerations, their professional ethical Codes, and workplace and legislative requirements
- Colleagues and staff are treated with respect and consideration.

Should students have any concerns regarding their ability to fulfil requirements of the course assessments these must be discussed with the course co-ordinator. Similarly, if any issues arise in the context of completing course requirements these need to be discussed with the course co-ordinator.

Ethical approval from Victoria University of Wellington Human Ethics Committee has been obtained for courses at the Graduate School of Nursing, Midwifery & Health. For additional information contact Dr Katherine Nelson, Ethics Convenor, GSNMH, kathy.nelson@vuw.ac.nz; 04 463 6138.

CONFERENCE & SCHOOL PRESENTATIONS

Students of the Graduate School of Nursing, Midwifery & Health are encouraged to present their work at professional conferences and as papers for publication. Students should discuss this with the course co-ordinator in the first instance. Dissemination of findings from academic work is a very important part of graduate education and assists clinical teams and professional groups to access up-to-date and new knowledge. Course co-ordinators will provide academic guidance in relation to the targeted activities, and also in relation to the proper academic processes of authorship and acknowledgement.

For all conference, professional and workplace presentations our VUW Power Point template should be used. You are also required to use this template for all school presentations as part of your assignment requirements. This template is available and can be accessed by those students using Blackboard or you can email: abbey.mcdonald@vuw.ac.nz for a copy of the template to be sent to you.

As a general rule, presentations and papers should cite yourselves as post-graduate students, and name the Graduate School of Nursing, Midwifery & Health as the organisation. In keeping with academic conventions course co-ordinators and for this paper academic advisors (the staff members who mark your work) who help with the ideas and preparation of the paper/presentation should be directly acknowledged or named as co-authors.

REPORTING STUDENT ACHIEVEMENTS AND AWARDS

At the end of each year the Graduate School reports to the University details of student special achievements (such as awards, grants, presentations, and publications).

You are required to complete and submit this form [Record of Special Achievements related to Study at Victoria](#) (attached to back of outline) with your final assignment for this course.

If you would prefer to complete and submit this form electronically, a copy of the form can be located on Blackboard, our website <http://www.victoria.ac.nz/nsemid/research/student-achievements.aspx> or you could contact Abbey.mcdonald@vuw.ac.nz to request a copy.

GENERAL INFORMATION

This course is assessed on a graded basis. **Submission of all assignments is a requirement of successful completion of the course.**

There are three assignments in this course. The first two are designed to assist you to gain feedback and pace your work in a progressive way toward your final paper.

Assignment 1:

A brief proposal for undertaking a literature review.

Word limit: (500 words maximum)

This assignment is worth 10% of your final grade

Assignment 2:

A description of the refined research question and search strategy (1 page) and a summary table of the literature resulting from search and literature analysis.

This assignment is worth 30% of your final grade

Assignment 3:

Final paper (literature review) written according to journal author guidelines, and cover letter. (Word limit and paper format to meet journal guidelines)

This assignment is worth 60% of your final grade

Wherever possible assignments will be marked by a staff member with research expertise in your topic area.

ASSIGNMENT NUMBER ONE

Assignment Name: Proposal for literature review

Due Date: 1st April 2009

Word limit: 500 words maximum

This assignment is worth 10% of your final grade

This assignment is designed to refine your thinking about your research question and to design an appropriate search strategy. You will also identify a journal that would be a potential site for publication of your paper.

(Please note: there is no requirement that your paper actually is submitted to a journal. The process of choosing a journal and writing according to its guidelines, as you will do, is an exercise only. If you should decide to submit your paper, please abide by the academic courtesy of discussing and negotiating with the staff member who marks and gives feedback on your work throughout the course.)

Your task:

Write a brief outline of your proposed question and its significance for your discipline or practice area. Describe the literature search strategy you will use to locate relevant material. Identify a suitable academic journal for which this paper could be written and explain why you have chosen this journal.

ASSIGNMENT NUMBER TWO

Assignment Name: Literature summary

Due Date: 24 June 2009

Word limit: One page for Part A
As necessary for Part B.

This assignment is worth 30% of your final grade

There are two sections in this assignment.

Part A

In a one page document

- (i) identify of your research question as it is now (it may have been refined after feedback on assignment one, or as a result of your literature search).
- (ii) discuss the aims of the research, your background interest and knowledge of the area, and the relevance of your work to the discipline of midwifery or nursing.
- (iii) Describe the search strategy you have used to locate relevant material to date.

Part B

In a table (one example is in Aveyard (2007) p. 112) summarise all the literature you have located on the topic of your inquiry.

The number of references you include in your table will depend on the amount of material available in your area and on the search strategy you employ (including the limits you decide to set on your search). We would expect that the review includes a minimum of 15 references, though some topics will generate a much higher number. (Keep it relevant though).

ASSIGNMENT NUMBER THREE

Assignment Name: Research Paper

Due Date: 23 September 2009

Word Limit: Dependent on the chosen journal requirements

This assignment is worth 60% of your final grade

This assignment is comprised of two parts and an appendix.

Part A

In the format required by the editors of your chosen journal write a paper based on your research question and search of the literature.

Remember that the paper must include your research question and search strategy and explain its relevance and significance to your discipline and/or practice area. In other words, you should incorporate the ideas you used for assignment two (this may be refined as a result of the feedback you received).

Your paper should demonstrate a clearly defined argument, and a sound analysis, critique and synthesis of the literature.

You will be writing according to your chosen journal's guidelines for authors, so this will dictate the structure, word limit and referencing style you use.

Part B

Write a cover letter to accompany your paper as if you were submitting to the journal you have chosen.

Appendix: you must append the author guidelines to your assignment.

GRADUATE SCHOOL OF NURSING, MIDWIFERY & HEALTH
Record of Special Achievements related to Study at Victoria

At the end of each year the Graduate School reports to the University details of student special achievements (such as awards, grants, presentations, and publications). Please complete this form and **submit with your final assignment for the course**. If you would prefer to complete and submit this form electronically, a copy of the form can be located on Blackboard, our website <http://www.victoria.ac.nz/nsemid/research/student-achievements.aspx> or you could contact Abbey.mcdonald@vuw.ac.nz to request a copy.

Student Name: _____

Course Code: _____

Industry sponsorship

Name of Sponsor	Notes in relation to the conditions of sponsorship	Value	Year
eg, C&C DHB	50% Student fees paid on successful completion of the course of study	\$	2009

Special awards, Prizes & Scholarships

Name of Award/ Prize/ Scholarship	Source/Provider	Notes in relation to the prize/award/scholarship	Value/ Form	Year
eg 'Best clinical innovation'	Mental Health College of Nurses	A project that I developed while doing my practicum course resulted in our clinical team changing the way in which we met with and involved families in patient care	\$500 Award Certificate	2009

Professional presentations / Seminars /Conferences

If you gave any professional presentations, seminars or conference papers during the year please provide the details below use APA style for referencing these

Example: Student, A. (2009). New models of nursing documentation and their relevance to orthopaedic practice. Paper presented at the Orthopaedic Nurses study day 'Stepping towards the future' held in Wellington, 14 August 2009.

Publications (Book reviews, editorials, journal articles, chapters, monographs, books etc)

Example: Student, A & Teacher, B. (2009). Mental Health Consumers speak about their Health Education Needs. *Contemporary Nurse*, 5(4), 114-126.

Other Special Achievements

If you have had any other special achievements during the year please provide the details.

Attach and submit with your final assignment thank you