

Graduate School of Nursing, Midwifery & Health



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FACULTY OF HUMANITIES AND SOCIAL SCIENCES

**2012**

# **HLTH 531: Nurse Practitioner Practicum**

**Trimester 2+3/3**

**Course Coordinator:**

**Helen Rook**

**Tim Maling**

**Trimester dates: 16 July – 17 Nov 2012 + 19 Nov 2012 - 23 Feb 2013**

**Mid-trimester break: 27 Aug– 9 Sep 2012 + 22 Dec – 6 Jan 2013**

## 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.

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## **Section 1: Operational Information**

### **COURSE COORDINATOR & CONTACT DETAILS**

Helen Rook

Ph: 04 463 6145

Email: [Helen.rook@vuw.ac.nz](mailto:Helen.rook@vuw.ac.nz)

Tim Maling (Available on Thursdays only)

Ph: 04 463 6141

Email: [tim.maling@vuw.ac.nz](mailto:tim.maling@vuw.ac.nz)

### **POSTGRADUATE STUDENT ADMINISTRATOR**

Belinda Tuari

Ph: 04 463-6647

Email: [belinda.tuari@vuw.ac.nz](mailto:belinda.tuari@vuw.ac.nz)

### **POSTAL ADDRESS**

Graduate School of Nursing, Midwifery & Health

Victoria University of Wellington

P O Box 7625

Newtown

Wellington 6242

### **PHYSICAL ADDRESS**

Level 7, Clinical Services Block (CSB)

Wellington Regional Hospital

Riddiford St, Newtown

Wellington 6021

### **OFFICE HOURS**

The Graduate School office will be open on Wednesday 4 January 2012 and close on Friday 21 December 2012 from 9.00am – 4.00pm weekdays.

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. Please contact the course coordinator directly either by telephone or email should you wish to make an appointment or discuss course related issues.

## **Section 2: Academic Requirements**

### **COURSE PRESCRIPTION**

This course provides an opportunity for Nurse Practitioner students to synthesise and apply all previous Master's course learning. Note: Students must have identified suitable mentor/s before commencing this course.

### **COURSE AIMS**

This course provides an opportunity for Nurse Practitioner students to synthesize and apply all previous Masters' course learning.

### **COURSE CONTENT**

Students in HLTH 531 will complete a total of [no less than] 200 hours of supervised clinical training as "student NPs". These hours are to be performed outside of/separate to the normally rostered hours for nurses in their work environment, and will be strictly for learning/academic purposes. They may occur during any shift, but shall not exceed 12 hours in length. Students will keep a log of their hours, types of medical presentations, and interventions for all patients seen (eg "new surgical consult assessment", HPI, progress note, follow up visit, patient education).

This supervised training will be performed within the designated trimesters in an area of practice relevant to the cumulative, previous experience of the nurse candidate and their course of study in graduate school (eg acute care settings for nurses with background in acute medical/surgical, intensive care, or ED; outpatient GP, clinic or urgent care settings for those with expertise in general practice). Qualified preceptors include: [approved] Registrars, Consultants, and/or Nurse Practitioners.

In addition to the above mentioned clinical hours, students will meet with the course coordinator (to include one site visit), other students and relevant colleagues in seminar sessions where advanced practice clinical and leadership topics will be presented and debated.

### **STUDENT OUTCOMES**

Professional practice for the Nurse Practitioner role.

### **LEARNING OBJECTIVES**

- perform a thorough history and examination and develop an appropriate care plan including investigations, disposition and medication regimen
- communicate their findings to multi-disciplinary team members, and convey accurate, succinct summaries of above.
- provide an evidence based rationale for clinical management decisions
- identify areas for future growth as advanced clinicians (either in research or practice)
- correctly identify appropriate medication regimens, possible side effects and rationale for use of medications common to their discipline; meet competency for safe prescribing.

## **NURSING COUNCIL OF NEW ZEALAND NURSE PRACTITIONER COMPETENCIES THIS COURSE MEETS (NCNZ 2008)**

1.1 Practices within a nursing model to apply advanced nursing practice in the provision of health care services to client/population groups.

1.2 Demonstrates accountability for practice in relation to the population/client group and the parameters of practice within health care settings.

2.1 Demonstrates advanced comprehensive client health assessment skills and diagnostic decision making relevant to specific area of practice.

2.2 Demonstrates advanced practice in direct client care within a range of contexts and situations.

2.4 Demonstrates confident and independent practice that is based on the synthesis of theory and practice knowledge from nursing and other disciplines.

2.5 Uses a formal approach to monitor and evaluate client responses to interventions.

3.1 Establishes therapeutic relationships with client that recognise the client in context and respects cultural identity and lifestyle choices.

3.2 Contributes to clinical collaboration that optimises health outcomes for the client.

4 Prescribing Practice

### **EXPECTED WORKLOAD**

As a guide each 30-point course at the Graduate School requires students to allocate approximately 10 hours per point for self-directed study, research, assessments and attendance at Schools. Consequently 300 hours should be spread evenly over the 2 /12 week trimesters, break, study week and exam period.

### **WITHDRAWAL DATES**

Information on withdrawals and refunds may be found at:

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

### **REQUIRED READINGS/ SET TEXTS**

Maling, T., Burgess, C., Cameron, C. (2010). *Clinical Pharmacology and Therapeutics* (12<sup>th</sup> ed). School of Medicine and Health Sciences, University of Otago, Wellington.

de Vries, T. P. G. M., Henning, R. H., Hogerzeil, H. V., Fresle, D. A (2011) *The World Health Organization Good Guide to Prescribing: a practical manual*.

Available for free download at the following URL:

[http://whqlibdoc.who.int/hq/1994/who\\_dap\\_94.11.pdf](http://whqlibdoc.who.int/hq/1994/who_dap_94.11.pdf)

Students will be asked to read current journal articles and consult websites from a list with links posted on Blackboard. All will be accessible via Blackboard links or will be posted as e-reserve at the VUW electronic library.

## **TEXT BOOK PURCHASE**

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 9–27 July 2012, while postgraduate textbooks and student notes will be available from the top floor of Vicbooks in the Student Union Building, Kelburn Campus.

Customers can order textbooks and student notes online at [www.vicbooks.co.nz](http://www.vicbooks.co.nz) or can email an order or enquiry to [enquiries@vicbooks.co.nz](mailto:enquiries@vicbooks.co.nz). Books can be couriered to customers or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available.

Opening hours are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

Copies may also be obtained online from <http://www.fishpond.co.nz/> or <http://www.amazon.com/>

## **SCHOOL TIMETABLES**

### **1<sup>st</sup> SCHOOL**

Dates: Thursday 9<sup>th</sup> August 2012

Times: 9am – 5pm daily

Venue: Room to be confirmed, CS Building, Wellington Regional Hospital, Riddiford Street, Wellington

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### **2<sup>nd</sup> SCHOOL**

Dates: Thursday 4<sup>th</sup> October 2012

Times: 9am – 5pm daily

Venue: Room to be confirmed, CS Building, Wellington Regional Hospital, Riddiford Street, Wellington

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### **3<sup>rd</sup> SCHOOL**

Dates: Thursday 20<sup>th</sup> December 2012

Times: 9am – 5pm daily

Venue: Room to be confirmed, CS Building, Wellington Regional Hospital, Riddiford Street, Wellington

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### **4<sup>th</sup> SCHOOL**

Dates: Thursday 24<sup>th</sup> January 2013

Times: 9am – 5pm daily

Venue: Room to be confirmed, CS Building, Wellington Regional Hospital, Riddiford Street, Wellington

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## **BLACKBOARD INFORMATION**

Students enrolling for this course will 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 1<sup>st</sup> 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**

## **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 coordinator.

Students must complete all pieces of assessment to pass the course. Lectures, tutorials, electronic and other distance learning resources, practical and fieldwork may all be an integral part of the learning experience and participation in such activities is regarded as necessary.

## **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.

## **WHERE TO FIND MORE DETAILED INFORMATION**

Find key dates, explanations of grades and other useful information at [www.victoria.ac.nz/home/study](http://www.victoria.ac.nz/home/study). Find out how academic progress is monitored and how enrolment can be restricted at [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress). Most statutes and policies are available at [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy), except qualification statutes, which are available via the Calendar webpage at [www.victoria.ac.nz/home/study/calendar.aspx](http://www.victoria.ac.nz/home/study/calendar.aspx) (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at [www.victoria.ac.nz/home/about\\_victoria/avcacademic](http://www.victoria.ac.nz/home/about_victoria/avcacademic)

## **Section 3: Assessment Information**

Learning objectives are assessed within the courses assessment activities.

### **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 submit assignments not later than the due date if submitted on Blackboard and well before the due date if submitted by post. Assignments may only be submitted by email if organised with the course coordinator. Some courses require that you access Blackboard and submit all assignments only through this site. Your course coordinator will explain the expectations for this course at your first school.

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. Make sure that you keep a hard and/or electronic copy of your assignment until you have received feedback.

#### **Extensions**

An extension to a deadline will only be considered where there are extenuating circumstances. An application for an extension must be made by you in writing/e-mail to the course coordinator at least 24 hours before the due date. When communicating your request you must include the following information:

- Name, student number and contact details
- Course code
- Date of submission and request date for new submission
- Reason for extension request

Upon receipt of your request, course coordinators may grant an extension of up to 2 weeks. Any further request for an extension may require Head of School approval.

#### **Submission**

You must complete and submit your assignments by the due date and in the form specified by your course coordinator. In addition, check for the instructions for your particular assignment. If you are mailing your assignment it must be in the School no later than 5pm on the date of submission.

#### **Late submission**

Late assignments or assignments with extensions may be subject to delays in marking and may not receive comprehensive feedback.

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

- Work submitted 7 days after the due date without an extension will receive a 2 grade penalty. For example a B+ to a B-.
- Work submitted 8-14 days after the due date without an extension will receive a 4 grade penalty. For example a B+ to a C.

- Work submitted more than 15 days (or more) late without an extension will not be marked and will receive an 'E' (fail) grade.

### **Other marking penalties**

Assignments may also be penalised for poor presentation and for exceeding the word limit or for being seriously under length.

### **Feedback**

Student coursework assignments submitted by the due date will normally be returned with feedback within four weeks of the due date.

### **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

### **Receipt of assignments (hard copies)**

Please ensure you complete an assignment cover sheet and attach it to the front of each assignment if you submit a hard copy assignment. Electronic copies do not require cover sheets. Assignment cover sheets will be available on the Blackboard site of your course under *Course Templates*. All hard copy assignments have to be sent to the course coordinator. If you want your assignment sent back to you in hard copy, complete a self addressed and stamped envelope and attach it to the front of your assignment.

## ASSIGNMENT WRITING: GUIDELINES FOR PRESENTATION AND FORMATTING

### Presentation

Unless otherwise instructed, use APA referencing and formatting. For support with APA style, please consult the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed). You may also refer to the *Referencing the APA Style: A Brief Guide* on [http://www.vuw.ac.nz/st\\_Services/slss/studyhub/reference/APA.pdf](http://www.vuw.ac.nz/st_Services/slss/studyhub/reference/APA.pdf).

Finally, you can check <http://www.apastyle.org/> for other resources.

### When submitting hard copy assignments:

- Fonts: Times New Roman, Arial, Calibri or Verdana only.
- Font size: 12.
- 1.5 line spacing.
- 2.5 cm margin all round.
- 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 be numbered and should have a footer including the course code, assignment number and student ID number (left aligned), e.g. HLTH 512, Assignment 2, 300011122.
- Include a title page and an assignment cover sheet on top which is available on Blackboard under Course Templates.
- Appendices should only be included if these are indicated as acceptable in assignment instructions. These may include additional materials related to the text but not suitable for inclusion due to length or format. 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, as these make it difficult for markers to handle.
- Please list the word count of your document.
- Ensure you keep a copy of your assignment for your records.

### When submitting assignments on Blackboard:

- Use MS Word for all electronic submissions.
- Name your file using the naming strategy LASTNAME-FIRST INITIAL \_ COURSE CODE \_ ASSIGNMENT NUMBER \_ STUDENT NUMBER (Ex: PARONE-S\_HTLT501\_2\_ 300011122).
- All pages should be numbered and should have a footer including the course code, assignment number and student ID number (left aligned), e.g. HLTH 512, Assignment 2, 300011122.
- Fonts: Times New Roman, Arial, Calibri or Verdana only.
- Fonts size: 12.
- Single spacing.
- Include a title page.
- Appendices should only be included if these are required by the lecturer. These may include additional materials related to the text but not suitable for inclusion due to length or format.

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).

- Ensure you keep a copy of your assignment for your records.

## **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 coordinator 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 coordinator 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 coordinator 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 comportsment, 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 coordinator. Similarly, if any issues arise in the context of completing course requirements these need to be discussed with the course coordinator.

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 your course coordinator.

## **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 coordinator 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 coordinators 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: [belinda.tuari@vuw.ac.nz](mailto:belinda.tuari@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 coordinators 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.



## ASSIGNMENT NUMBER ONE

Assignment Name: **Histories of Presenting Illness/Complaint**

Submission of 4 histories of presenting complaint (HPIs)

Due Date: 14<sup>th</sup> September 2012 / 12<sup>th</sup> October 2012 / 23<sup>rd</sup> November 2012 / 11<sup>th</sup> January 2013

Word limit: As per practice standard for HPI.

This assignment is worth 25% of your final grade.

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Students will submit four examples of histories of presenting illness/complaint from their practicum placement environment. These HPIs will include assessment and plan/recommendations and all documentation will be per the standard for medical or NP documentation in clinical notes in their practice placement area. Each HPI will include a complete history, corresponding clinical examination, results of investigations already known and recommended plan which will include but not be limited to: medication adjustment, further investigations, pending consultations, or other future follow up.

## **ASSIGNMENT NUMBER TWO**

Assignment Name: **Clinical Log**

Due Date: 15 February 2013

This assignment is worth 25% of your final grade.

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Please submit:

- A log of all clinical presentations encountered in your practicum. This log shall include age, gender, major diagnoses, and your action taken (i.e. initial H+P, ongoing in-patient assessment, medication adjustment, follow up consultation, consult service opinion, discharge summary/education, procedure performed, etc).

No student log shall contain any identifiable/personal medical information.

- Medications log
- Mentor feedback form
- Copy of signed supervisor's attestation of competence to prescribe.

**Mentor feedback is reviewed by the course coordinator and considered when awarding the final grade for this assessment**

## **ASSIGNMENT NUMBER THREE and FOUR**

Assignment Name: **Oral Presentation of a Case for discussion with a panel**

2 Evidence Based Oral Presentations (ViVa) which address a medication dilemma and a diagnostic investigation. (One must be centred on a medication decision and the other on a diagnostic investigation decision).  
Each 20 minutes in length, plus questions from a panel.

Due Date: During seminar school day Thursday 24 January 2012 (unless arranged separately)

This assignment is worth 50% of your final grade (25% for each ViVa).

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Students will present a medication and an investigation, both of their choice, from their clinical practicum placement experience. At least one presentation must highlight a medication related dilemma (dose adjustment, therapy initiation, adverse reaction etc.) At least one must address the use of a diagnostic investigation decision (e.g. whether or not to get particular form of radiological imaging, how often to check blood work, the use of a particular lab test in the work up of a particular complaint). Presentations will be in the style of a grand rounds session and students must include current evidence to support the argument.

More information will be posted on Blackboard.