



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

GRADUATE SCHOOL OF NURSING, MIDWIFERY AND HEALTH

HLTH 528: Evaluation in Health

30 POINTS
TRIMESTER 2 2016

Key dates

Trimester dates: 11 July to 13 November 2016

Teaching dates: 11 July to 16 October 2016

Mid-trimester break: 22 August to 4 September 2016

Last assessment item due: Tuesday 25 October 2016

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds.

If you cannot complete an assignment or sit a test in the last three weeks of teaching, or an examination, it may instead be possible to apply for an aegrotat (refer to www.victoria.ac.nz/students/study/exams/aegrotats).

SECTION 1: OPERATIONAL INFORMATION

Class times and locations

1st School

Dates: Wednesday 20 – Friday 22 July 2016
Times: 0900 - 1630 daily
Venue: CS802, Level 8, Clinical Services Building (CSB), Wellington Regional Hospital, Riddiford St, Newtown, Wellington

2nd School

Dates: Monday 26 and Tuesday 27 September 2016
Times: 0900 - 1630 daily
Venue: CS802, Level 8, Clinical Services Building (CSB), Wellington Regional Hospital, Riddiford St, Newtown, Wellington

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.

Names and contact details

Course Coordinator

Dr Joan Skinner
Ph: 04 463 6654
Email: joan.skinner@vuw.ac.nz
Office hours: Wednesday and Thursdays 10.00am to 4.00pm

Administrator

Ph: 04 463 5363
Email: nmh@vuw.ac.nz
Office hours: Monday to Friday 9.00am to 4.00pm

Office Hours

The Graduate School office will be open 09.00 – 4.00pm weekdays from Tuesday 5 January 2016 and close on Thursday 22 December 2016.

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

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

Communication of additional information

All course information and information on changes that occur during the course will be conveyed to students via Blackboard or student email.

SECTION 2: COURSE INFORMATION

Prescription

This course focuses on evaluation in health at a service and systems level. A programme approach is taken to the evaluation of health which includes the design, implementation and reporting of evaluation. Considerations in working with stakeholders are included. Key skills such as audit, survey, interview and focus groups are practised.

Course content

This course introduces students to the role and importance of evaluation at a service and organisation level for informing service development and evaluating the impact of services. It provides an overview of forms and types of evaluations and uses a programme approach to cover three main forms – needs analysis, formative evaluation and outcome evaluation. Theoretical and design considerations such as programme logic, ethics, stakeholders engagement, timing of the evaluation, insider outsider evaluators, methods and data sources are introduced in relation to planning and critiquing each of these forms of evaluation. Key evaluation skills such as audit, survey, interview and focus groups are practised.

Course learning objectives (CLOs)

Students who pass this course should be able to:

1. Demonstrate an understanding of the theories and models of evaluation
2. Evaluate the effectiveness and quality of health care programmes
3. Critique evaluation reports and processes
4. Identify and apply effective strategies for evaluation in health

Teaching format

There will be five School days held in Wellington which will be delivered in two blocks. These days will be a mix of lectures, tutorials and workshops. A distance component supported by Blackboard supports the development of the content delivered in the school. Students are expected to read a selection of the recommended resources listed in this outline and on Blackboard. The three assignments are each designed to engage students in learning different aspects of evaluating practice.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

1. Attend all Schools unless under special circumstances prior arrangements have been made with the course coordinator. This course relies on student participation and engagement which underpins the development of understanding of key theoretical models of health evaluation.
2. Submit a credible attempt at all items of assessment in order to demonstrate the achievement of all the CLOs of the course.

Any student who is concerned that they have been (or might be) unable to meet any of the MCRs because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

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 12 week trimester, break, study week and exam period.

This course comprises approximately 40 hours of course contact time for lectures. The amount of time you should notionally assign to the completion for each of the assignments is as follows:

1. Assignment one: Essay - Theory and practice in evaluation (40%): 104 hours
2. Assignment two: Evaluation proposal presentation (10%): 26 hours
3. Assignment three: Evaluation proposal (50%): 130 hours

SECTION 3: ASSESSMENT INFORMATION

Assessment

Assessment items and workload per item		%	CLO(s)	Due date
1	Essay – Theory and practice in evaluation (3500 words)	40%	1, 2, 3	19 August 2016
2	Evaluation proposal presentation (A0 poster)	10%	2, 3, 4	26 September 2016
3	Evaluation proposal (5000 words)	50%	2, 3, 4	25 October 2016

Marking criteria for each assessment will be made available on Blackboard.

Assignment one

Assignment: **Essay – Theory and practice in evaluation**

Due Date: Friday 19 August 2016

Word Count: 3500 words

This assignment is worth 40% of your final grade

In light of the theoretical approaches to evaluation, identify and describe three areas from your professional practice or work setting where you might undertake an evaluation. One area should be suitable for a needs analysis, one for process evaluation and the third for an outcomes evaluation. Employing the practice and evaluation literature describe what might be gained in undertaking such evaluations in your chosen context.

This assignment meets learning objectives: 1, 2 & 3

Please submit this assignment via Blackboard

Assignment two

Assignment: **Evaluation proposal presentation**

Due Date: Monday 26 September 2016

Dimensions: Poster – maximum size is A0 portrait style 841mm wide by 1189mm high
One page hand-out (either a replica of your poster OR a word document)

This assignment is worth 10% of your final grade

You intend to undertake an evaluation and have invited key stakeholders to view a poster outlining the evaluation plan. The budget for the evaluation is limited to \$20,000 plus GST. You may choose any evaluation scenario.

You need to be prepared to answer questions from your colleagues and from Graduate School staff about your proposal. The poster should include:

- The subject of the evaluation (with brief background)
- Evaluation type and objectives
- Sample and other data sources (e.g., participants, documents, records)
- Methods (how obtain data)
- Anticipated issues
- Processes and timeline

A hand out that is either a replica of your poster OR a word document with the details of the poster should be provided.

You can provide details of your plans on blackboard to establish their appropriateness.

This assignment meets learning objective: 2, 3 & 4

Please bring your poster and hand-out on the first day of the second School.

Assignment three

Assignment: **Evaluation proposal**

Due Date: Tuesday 25 October 2016

Word Count: 5000 words (including tables, illustrations, graphs and GANTT chart)

This assignment is worth 50% of your final grade

This proposal can be on the same proposal presented for Assignment 2 or can be of a different topic. The budget for the evaluation is limited to \$20,000 plus GST. You may choose any evaluation scenario.

Proposal on evaluation design considerations

Using the following **ten** headings write a proposal of a planned evaluation

1. **Executive summary**
2. **Program Background** – aims and program logic and why an is evaluation needed
3. **Evaluation objectives** – state the overall aim of the evaluation and the proposed objectives, and where appropriate describe the program logic for these
4. **Literature review findings related to program and planned evaluation**
5. **Design**
 - **Sample** – outline who and how many
 - **Methods** - outline what methods are to be used and why. Summarise the type of data you expect to get
 - **Analysis** – outline how you will analyse the data
 - **Rigour** – summarise how you will ensure that the findings generated are valid and credible
6. **Procedures and timeline** – Summarise the tasks to be done and related order and provide a GANTT chart of the time line. Summary should include time required for particular activities (e.g. 6 days, and time frame (that is specific dates) when activities will be done
7. **Costings** – generate a table of the budget and provide an explanation for costings
8. **Risk management plan** - generate a risk table that identifies up to six major risks. For each risk assess the likelihood of the risk occurring, the impact of the risk on the project if it happens, how you will mitigate against the risk occurring and how you will manage it if it does occur.
9. **Ethical considerations** – identify ethical issues and how you will manage these.
10. **Conclusion** – provide a concluding paragraph of the importance of the evaluation.

Appendix - Curriculum Vitae – to support your suitability as an evaluator (not included in word count).

Please note: Evaluation proposals can include bullet points, tables and illustrations or graphs.

This assignment meets learning objectives: 2, 3 & 4

Please submit this assignment via Blackboard

Submission and return of work

For submission details, please see individual assessment items. Student coursework assignments submitted by the due date will normally be returned with feedback within three weeks of the due date.

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.

Penalties

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 up to 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 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 or being below the word limit by 10%.

SECTION 4: ADDITIONAL INFORMATION

Set texts

There is no set text for this course.

Recommended reading

Recommended reading links will be provided via Blackboard.

Pre-reading

Walsh, K., Duke, J., Foureur, M., & MacDonald, L. (2007). Designing an effective evaluation plan: A tool for understanding and planning effective evaluations for complex nursing contexts. *Contemporary Nurse*, 25(1-2), 136-45.

Wood, P. J., & Giddings, L. S. (2006). Improving health care through evaluation research: An interview with Katherine Nelson. *Nursing Praxis of New Zealand*, 22(3), 4-14.

Recommended websites

- Australasian Evaluation Society – www.aes.asn.au
- Centers for Disease control and prevention – <http://www.cdc.gov/eval/framework/index.htm>
- Community Tool Box – <http://www.community.net.nz/how-toguides/community-research/>
- Evaluation Resources – <http://www.uwex.edu/ces/pdande/>
- Free Management Library—<http://managementhelp.org/evaluation/program-evaluation-guide.htm>
- Research Methods Knowledge Base - <http://www.socialresearchmethods.net/kb/intreval.php>
- Web Center for Social Research Methods – <http://www.socialresearchmethods.net/kb/intreval.php>
- W.K. Kellogg Foundation – <http://www.wkkf.org/default.aspx?>
- World Health Organisation – www.who.int/ has a series of resources

Recommended journals

- Action Research International
- American Journal of Evaluation
- Evaluation
- Evaluation and Program Planning
- Evaluation & Research in Education
- Evaluation and the Health Professions
- Evaluation Journal of Australasia
- Evaluation Practice
- Evaluation Review
- Journal of Evaluation in Clinical Practice
- Journal of Multidisciplinary Evaluation

Student feedback

Student feedback in 2015 was positive for HLTH 528. The course prescription and course learning objectives were amended in 2015 in response to student feedback and to align better with the course assessments. Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

Ethics conduct

Students are expected to adhere to ethical principles in all aspects of their coursework. This applies to academic integrity and also to the way information about, or from, individuals in the practice setting is managed. Good ethical practice must be maintained in all learning activities. The Human Ethics Committee at Victoria University of Wellington has granted approval for the incorporation of data or observations from patient/client/individuals into coursework from the Graduate School of Nursing, Midwifery and Health, and expects adherence to the instructions below.

Students are expected to adhere to their professional codes of conduct and standards, relevant legislative frameworks and contractual obligations to any employing organisation at all times. In addition, all students in classes where assignments might include observations, reports, images, photographs or descriptions of individuals (patients or colleagues) with whom they have worked in a clinical or practice setting as part of an assignment, must:

1. Read and sign the "Information for using individual data in an assignment: Student agreement statement"
2. Determine whether verbal or written informed consent is required, according to the guidelines provided in the student agreement statement and in consultation with their course coordinator if they are unsure;
3. Provide the patient/client/individual, or the parent/guardian of the child, whose data they intend to use with full information about how they intend to obtain and use the data;
4. Provide written information and obtain written informed consent if required.

Should students have any concerns about ethical aspects of their course requirements they should discuss them with the course coordinator.

Your Course Coordinator will discuss the ethical implications and special requirements (if any) for this particular course.

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Special passes: refer to the *Assessment Handbook*, at www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Terms and conditions: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile

- VUWSA: www.vuwsa.org.nz

Blackboard Information

Students enrolling for this course will need regular internet access to engage with the online Victoria learning platform (Blackboard).

Blackboard is an online environment that supports teaching and learning at Victoria by making course information, materials and learning activities available online. Blackboard provides web-based access to course content, assessment, communication and collaboration tools.

How to log onto Blackboard

- Open a web browser and go to <https://my.vuw.ac.nz/>
- Enter your student username which you will find in your *Confirmation of Study* sent via email. It is usually made up of 6 letters of your last name and 4 letters of your first name e.g. Bart Simpson's username would be 'simsobart'
- Enter your password. If you have never logged in before your initial password should be 'Vuw' followed by a hyphen and your student ID number e.g. Vuw-123456789
- 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**