Unit Outline
PARA3003 Paramedic Capstone
Semester 2, 2016

Acknowledgement of Country
We respectfully acknowledge the Indigenous Elders, custodians, their descendants and kin of this land past and present.

Syllabus
Framework for the management of quality and safety in pre-hospital care in an Australian context. Clinical governance, clinical indicators, leadership, inter-professional collaboration and communication, working safely and ethical behaviour. Includes concepts of consumer value, audit, clinical risk, professional development and how policy and procedure integrate with structure and governance.
Introduction
This unit will encourage you to think more critically about your own role as a health care professional and examine more closely the world of leadership, risk and patient safety including the consumer viewpoint and how they all interrelate in the health care setting.

This unit will also support you in your professional practice as you transition towards being an independent paramedic.

Unit Learning Outcomes
All graduates of Curtin University achieve a set of nine graduate attributes during their course of study. These tell an employer that, through your studies, you have acquired discipline knowledge and a range of other skills and attributes which employers say would be useful in a professional setting. Each unit in your course addresses the graduate attributes through a clearly identified set of learning outcomes. They form a vital part in the process referred to as assurance of learning. The learning outcomes tell you what you are expected to know, understand or be able to do in order to be successful in this unit. Each assessment for this unit is carefully designed to test your achievement of one or more of the unit learning outcomes. On successfully completing all of the assessments you will have achieved all of these learning outcomes.

Your course has been designed so that on graduating we can say you will have achieved all of Curtin’s Graduate Attributes through the assurance of learning process in each unit.

On successful completion of this unit students can:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Graduate Attributes addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Examine inter-professional relationships within a clinical governance framework and the provision of high quality patient care</td>
<td>✅</td>
</tr>
<tr>
<td>2</td>
<td>Evaluate own role as a health care professional in a clinical governance model and how this impacts on health care and patient safety</td>
<td>✅</td>
</tr>
<tr>
<td>3</td>
<td>Critique policy using evidence based practice principles</td>
<td>✅</td>
</tr>
<tr>
<td>4</td>
<td>Make recommendations for best practice based on the analyses of health care scenarios</td>
<td>✅</td>
</tr>
</tbody>
</table>

Curtin’s Graduate Attributes
- ✅ Apply discipline knowledge
- 🗝 Thinking skills (use analytical skills to solve problems)
- 🌐 Information skills (confidence to investigate new ideas)
- 🗝 Communication skills
- 🌐 Technology skills
- 🌐 Learning how to learn (apply principles learnt to new situations) (confidence to tackle unfamiliar problems)
- 🗝 International perspective (value the perspectives of others)
- 🌐 Cultural understanding (value the perspectives of others)
- 🗝 Professional Skills (work independently and as a team) (plan own work)

Find out more about Curtin’s Graduate attributes at the Office of Teaching & Learning website: ctl.curtin.edu.au

Learning Activities
This unit will contain a mixture of teaching and learning modes. This will include iLectures, videos’s, online activities, directed reading and the opportunity for tutorials. You will be provided with a range of discussion subjects to reflect on the unit content through the discussion forum.

You are encouraged to read widely on the topics covered in this unit so that you can contribute to online discussions and are well prepared for the patients that you meet in the pre-hospital setting. The activities and discussion questions aim to reinforce and enhance understanding of the lecture content. Through the combination of approaches to learning it is hoped that you will obtain a broad understanding of the subjects within this unit. All activities will assist you in meeting the learning outcomes required to pass the unit and are also designed to cater for different learning styles. It is essential that, in order to maximise the potential of this unit, you undertake the required reading and self-directed study. This will enhance the level of group discussion and subsequently your learning. You are expected to actively participate in each of the activities available on Blackboard, which are designed to provide you with the opportunity to gather knowledge and develop the skills required for you to individually complete each
of the assessment activities. The tutor is here to facilitate, guide and support your learning but you are responsible for preparing for and consolidating your own learning. More information about the program for learning activities can be found in the timetable for this unit.

It is expected that you will develop a Professional Portfolio through your journey of the program. This will demonstrate your progression in professional practice and achievement towards the national paramedic competencies as articulated by the Council of Ambulance Authorities. The assessments in this unit will form part of your Professional Portfolio.

### Learning Resources

#### Library Reserve

There are resources for this unit in the library Reserve collection. To access these resources, please click on the following link:

http://link.library.curtin.edu.au/primo/course?PARA3003

#### Other resources

Useful sources include:


### Assessment

#### Assessment schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Value %</th>
<th>Date Due</th>
<th>Unit Learning Outcome(s) Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project contract</td>
<td>30 percent</td>
<td><strong>Week: 4</strong>&lt;br&gt;<strong>Day:</strong> 22nd August 2016&lt;br&gt;<strong>Time:</strong> 23.59 hours</td>
<td>1,2</td>
</tr>
<tr>
<td>Project</td>
<td>50 percent</td>
<td><strong>Week: 12</strong>&lt;br&gt;<strong>Day:</strong> 17th October 2016&lt;br&gt;<strong>Time:</strong> 23.59 hours</td>
<td>1,3,4</td>
</tr>
<tr>
<td>Presentation</td>
<td>20 percent</td>
<td><strong>Week: 14</strong>&lt;br&gt;<strong>Day:</strong> 4th November 2016&lt;br&gt;<strong>Time:</strong> 23.59 hours</td>
<td>2,4</td>
</tr>
</tbody>
</table>

#### Detailed information on assessment tasks

1. This assessment requires you to select a relevant pre-hospital topic from one of the identified National Safety and Quality in Healthcare Standards (NSQHS). You must choose to focus on a subject relating to either Standard 4, Standard 8 or Standard 10. Once a subject has been chosen then you will need to develop a project contract for a quality improvement project which includes a concept/initiative to reduce a clinically related risk in the workplace. This project contract is the initial proposal for the project in assessment 2 of this unit.

   This is a 1000 word assessment (+/- 10%) and must be submitted via Turnitin (in Blackboard) by 23.59 hours on the 22nd August 2016 (Perth, Western Standard Time). You are provided with a template which you must use for the contract.

   More information including guidance, the template to use, submission details and a marking rubric is
This assessment requires you to develop and plan a quality improvement project as a concept/initiative to reduce a clinically related risk in the workplace. The Project Contract (assessment 1) formed the basis from which to expand your work for this assessment.

This is a 2000 word assessment (+/- 10%) and must be submitted via Turnitin (in Blackboard) by 23.59 hours on Monday the 17th October 2016 (Perth, Western Standard Time). Your work will need to include a literature search on the chosen subject (background), rationale for the risk reduction concept, recommendations, evidence to support your risk reduction proposal, a plan, barriers to implementation and how you will evaluate the initiative.

More information including guidance, submission details and a marking rubric is provided in the assessment area on Blackboard.

This assessment requires the student to deliver a presentation which focuses on the paramedic role/leadership of the quality improvement project you have proposed in assessment 2 for this unit.

The presentation will be for 10 minutes (+/- 10%) and should contain a maximum of 5 slides - this must be submitted via Blackboard by 23.59 hours on the 4th November 2016 (Perth, Western Standard Time).

More information including guidance, submission details and a marking rubric is provided in the assessment area on Blackboard.

**Pass requirements**

Students must attempt all assessments and achieve a Final Mark of 50 or greater to pass this unit.

**Fair assessment through moderation**

Moderation describes a quality assurance process to ensure that assessments are appropriate to the learning outcomes, and that student work is evaluated consistently by assessors. Minimum standards for the moderation of assessment are described in the Assessment and Student Progression Manual, available from policies.curtin.edu.au/policies/teachingandlearning.cfm

**Late assessment policy**

This ensures that the requirements for submission of assignments and other work to be assessed are fair, transparent, equitable, and that penalties are consistently applied.

1. All assessments students are required to submit will have a due date and time specified on this Unit Outline.
2. Students will be penalised by a deduction of ten percent per calendar day for a late assessment submission (eg a mark equivalent to 10% of the total allocated for the assessment will be deducted from the marked value for every day that the assessment is late). This means that an assessment worth 20 marks will have two marks deducted per calendar day late. Hence if it was handed in three calendar days late and given a mark of 16/20, the student would receive 10/20. An assessment more than seven calendar days overdue will not be marked and will receive a mark of 0.

**Assessment extension**

A student unable to complete an assessment task by/on the original published date/time (eg examinations, tests) or due date/time (eg assignments) must apply for an assessment extension using the Assessment Extension form (available from the Forms page at students.curtin.edu.au/administration/) as prescribed by the Academic Registrar. It is the responsibility of the student to demonstrate and provide evidence for exceptional circumstances beyond the student's control that prevent them from completing/submitting the assessment task.

The student will be expected to lodge the form and supporting documentation with the unit coordinator before the assessment date/time or due date/time. An application may be accepted up to five working days after the date or due date of the assessment task where the student is able to provide an acceptable explanation as to why he or she was not able to submit the application prior to the assessment date. An application for an assessment extension will...
not be accepted after the date of the Board of Examiners’ meeting.

**Deferred assessments**
If your results show that you have been granted a deferred assessment you should immediately check OASIS for details.

**Supplementary assessments**
Supplementary assessments, if granted by the Board of Examiners, will have a due date of 16/12/2016 and be held between 16/12/2016 and 16/12/2016. Notification to students will be made after the Board of Examiners’ meeting via the Official Communications Channel (OCC) in OASIS.

It is the responsibility of students to be available to complete the requirements of a supplementary assessment. If your results show that you have been granted a supplementary assessment you should immediately check OASIS for details.

**Reasonable adjustments for students with disabilities/health circumstances likely to impact on studies**
A [Curtin Access Plan](http://disability.curtin.edu.au) (CAP) is a document that outlines the type and level of support required by a student with a disability or health condition to have equitable access to their studies at Curtin. This support can include alternative exam or test arrangements, study materials in accessible formats, access to Curtin’s facilities and services or other support as discussed with an advisor from [Disability Services](disability.curtin.edu.au). [Documentation](disability.curtin.edu.au) is required from your treating Health Professional to confirm your health circumstances.

If you think you may be eligible for a CAP, please contact [Disability Services](disability.curtin.edu.au). If you already have a CAP please provide it to the Unit Coordinator at the beginning of each semester.

**Referencing style**
The referencing style for this unit is APA 6th Ed.

More information can be found on this style from the Library web site: [http://libguides.library.curtin.edu.au/referencing](http://libguides.library.curtin.edu.au/referencing).

**Copyright**
© Curtin University. The course material for this unit is provided to you for your own research and study only. It is subject to copyright. It is a copyright infringement to make this material available on third party websites.
Academic Integrity (including plagiarism and cheating)

Any conduct by a student that is dishonest or unfair in connection with any academic work is considered to be academic misconduct. Plagiarism and cheating are serious offences that will be investigated and may result in penalties such as reduced or zero grades, annulled units or even termination from the course.

Plagiarism occurs when work or property of another person is presented as one’s own, without appropriate acknowledgement or referencing. Submitting work which has been produced by someone else (e.g. allowing or contracting another person to do the work for which you claim authorship) is also plagiarism. Submitted work is subjected to a plagiarism detection process, which may include the use of text matching systems or interviews with students to determine authorship.

Cheating includes (but is not limited to) asking or paying someone to complete an assessment task for you or any use of unauthorised materials or assistance during an examination or test.

From Semester 1, 2016, all incoming coursework students are required to complete Curtin’s Academic Integrity Program (AIP). If a student does not pass the program by the end of their first study period of enrolment at Curtin, their marks will be withheld until they pass. More information about the AIP can be found at: https://academicintegrity.curtin.edu.au/students/AIP.cfm

Refer to the Academic Integrity tab in Blackboard or academicintegrity.curtin.edu.au for more information, including student guidelines for avoiding plagiarism.

Information and Communications Technology (ICT) Expectations

Curtin students are expected to have reliable internet access in order to connect to OASIS email and learning systems such as Blackboard and Library Services.

You may also require a computer or mobile device for preparing and submitting your work.

For general ICT assistance, in the first instance please contact OASIS Student Support: oasisapps.curtin.edu.au/help/general/support.cfm

For specific assistance with any of the items listed below, please contact The Learning Centre: life.curtin.edu.au/learning-support/learning_centre.htm

- Using Blackboard, the I Drive and Back-Up files
- Introduction to PowerPoint, Word and Excel

Additional information

It is expected that you will develop a Professional Portfolio through your journey of this program. This will demonstrate your progression in professional practice and achievement towards the national paramedic competencies as articulated by the Council of Ambulance Authorities. The assessments in this unit could form part of your Professional Portfolio.

Enrolment

It is your responsibility to ensure that your enrolment is correct - you can check your enrolment through the eStudent option on OASIS, where you can also print an Enrolment Advice.
Student Rights and Responsibilities

It is the responsibility of every student to be aware of all relevant legislation, policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter
- the University’s Guiding Ethical Principles
- the University’s policy and statements on plagiarism and academic integrity
- copyright principles and responsibilities
- the University’s policies on appropriate use of software and computer facilities

Information on all these things is available through the University’s “Student Rights and Responsibilities” website at: students.curtin.edu.au/rights.

Student Equity

There are a number of factors that might disadvantage some students from participating in their studies or assessments to the best of their ability, under standard conditions. These factors may include a disability or medical condition (e.g. mental illness, chronic illness, physical or sensory disability, learning disability), significant family responsibilities, pregnancy, religious practices, living in a remote location or another reason. If you believe you may be unfairly disadvantaged on these or other grounds please contact Student Equity at eesi@curtin.edu.au or go to http://eesi.curtin.edu.au/student_equity/index.cfm for more information.

You can also contact Counselling and Disability services: http://www.disability.curtin.edu.au or the Multi-faith services: http://life.curtin.edu.au/health-and-wellbeing/about_multifaith_services.htm for further information.

It is important to note that the staff of the university may not be able to meet your needs if they are not informed of your individual circumstances so please get in touch with the appropriate service if you require assistance. For general wellbeing concerns or advice please contact Curtin’s Student Wellbeing Advisory Service at: http://life.curtin.edu.au/health-and-wellbeing/student_wellbeing_service.htm

Recent unit changes

Students are encouraged to provide unit feedback through eVALUate, Curtin’s online student feedback system. For more information about eVALUate, please refer to evaluate.curtin.edu.au/info/.

To view previous student feedback about this unit, search for the Unit Summary Report at https://evaluate.curtin.edu.au/student/unit_search.cfm. See https://evaluate.curtin.edu.au/info/dates.cfm to find out when you can eVALUate this unit.

Recent changes to this unit include:

The focus of assessment 2 and 3 have been modified based on feedback from the last iteration of this unit.
## Program calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Begin Date</th>
<th>Lecture/Activities</th>
<th>Subject</th>
<th>Assessment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>25 July</td>
<td></td>
<td>Orientation Week</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>1 August</td>
<td>Lecture</td>
<td>Introduction to the unit</td>
<td></td>
</tr>
</tbody>
</table>
| 2.     | 8 August  | Module 1 – Clinical Governance:  
- Lectures  
- Directed reading  
- Self-directed study | This module will explore;  
- Clinical Governance - including learning from errors/risk and patient safety (clinical incidents)  
- Safety & Quality  
- An introduction to change management | Project contract due by 23.59 hours on 22.08.15 |
| 3.     | 15 August | Details on Blackboard | |
| 4.     | 22 August | Details on Blackboard | |
| 5.     | 29 August | | Tuition Free Week | |
| 6.     | 5 September | Module 2 - Leadership:  
- Lectures  
- Directed reading  
- Self-directed study | This module will explore;  
- Leadership  
- Human factors  
- Human factors, redundancy  
- Teamwork & Leadership | |
| 7.     | 12 September | | |
| 8.     | 19 September | Details on Blackboard | |
| 9.     | 26 September | | Tuition Free Week | |
| 10.    | 3 October | Module 3 – Consumer involvement and transitioning into the independent practitioner:  
- Lectures  
- Directed reading  
- Self-directed study | This module will include;  
- Consumer value & involvement  
- Developing your capability  
- Motivation and motivating  
- Emotional intelligence  
- Political awareness as a new graduate | Project due by Essay due 23.59 hours on 17.10.15 |
| 11.    | 10 October | | |
| 12.    | 17 October | Details on Blackboard | |
| 13.    | 24 October | | |
| 14.    | 31 October | | Allocated for self-directed study | Presentations due by 23.59 hours on 04.11.15 |
| 15.    | 7 November | | Study Week | |
| 16.    | 14 November | | Examinations | |
| 17.    | 21 November | | Examinations | |