Unit study package code: NURS5026
Mode of study: Internal
Tuition pattern summary: Note: For any specific variations to this tuition pattern and for precise information refer to the Learning Activities section.
Online Class: 12 x 3 Hours Semester
Seminar: 4 x 3 Hours Semester
This unit does not have a fieldwork component.
Credit Value: 25.0
Pre-requisite units:
314012 (v.0) Nurse Practitioner 560 or any previous version
OR
MC-CLINNU (v.0) Master of Clinical Nursing or any previous version
OR
GD-CLNURS (v.0) Graduate Diploma in Clinical Nursing or any previous version
OR
MC-CLLEAD (v.0) Master of Science (Clinical Leadership) or any previous version
OR
GD-CLLEAD (v.0) Graduate Diploma in Clinical Leadership or any previous version
OR
GC-CLLEAD (v.0) Graduate Certificate in Clinical Leadership or any previous version
OR
GD-DIABET (v.0) Graduate Diploma in Diabetes or any previous version
OR
GD-NURS (v.0) Graduate Diploma in Nursing or any previous version
OR
MC-NPRACT (v.0) Master of Nursing (Nurse Practitioner) or any previous version
OR
GC-NURS (v.0) Graduate Certificate in Nursing or any previous version
OR
311750 (v.0) Graduate Diploma in Child and Adolescent Health Nursing or any previous version
OR
187807 (v.0) Graduate Diploma in Nursing or any previous version
OR
151704 (v.0) Master of Clinical Nursing or any previous version
OR
189904 (v.0) Master of Nursing or any previous version
OR
313720 (v.0) Master of Nursing Practice or any previous version
Co-requisite units: Nil

Anti-requisite units: Nil

Result type: Grade/Mark

Approved incidental fees: Information about approved incidental fees can be obtained from our website. Visit fees.curtin.edu.au/incidental_fees.cfm for details.

Unit coordinator:
Title: Professor
Name: Phill Della
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Location: Building: 405 - Room: 331

Administrative contact:
Name: School Student Support Office
Phone: +61 8 9266 2053
Email: Hlth-NursingStudentSupport@curtin.edu.au
Location: Building: 405 - Room: Level 3 Reception

Learning Management System: Blackboard (lms.curtin.edu.au)
## Acknowledgement of Country

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

## Syllabus

This unit consists of the application of business skills and theoretical principles to the clinical operational management of a health service. The unit integrates theory, science, tools and methods in clinical governance, safety and risk, quality assurance and quality improvement essential for effective clinical operation management of health services. The topic areas include models of care, health staffing, rostering, human resource management applications and clinical governance.

## Introduction

The unit is divided into four major areas that include management and leadership of clinical processes in health services. The unit provides the knowledge to link strategic healthcare management with the operations of the health care organisation. Clinical operational management can be described as planning, management and control of activities that improve healthcare processes and the performance of the healthcare system.

## 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.

<table>
<thead>
<tr>
<th>On successful completion of this unit students can:</th>
<th>Graduate Attributes addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Critically analyse clinical governance, clinical risk management, CPI thinking and science of improvement</td>
<td></td>
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<tr>
<td>2 Critical analyse themes and patterns of clinical risk and patient safety culture in health settings</td>
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<tr>
<td>3 Integrate management and organisation theory in the management of a health service</td>
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<tr>
<td>4 Evaluate strategic direction and clinical leadership models of care in professional practice in health setting</td>
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<tr>
<td>5 Apply safety and quality standards to the clinical practice setting</td>
<td></td>
</tr>
</tbody>
</table>
Curtin’s Graduate Attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply discipline knowledge</td>
<td>Use analytical skills to solve problems</td>
</tr>
<tr>
<td>Communication skills</td>
<td>Confidence to investigate new ideas</td>
</tr>
<tr>
<td>International perspective</td>
<td>Value the perspectives of others</td>
</tr>
<tr>
<td>Thinking skills</td>
<td>Confidence to solve problems with analytical skills</td>
</tr>
<tr>
<td>Technology skills</td>
<td>Confidence to tackle unfamiliar problems</td>
</tr>
<tr>
<td>Cultural understanding</td>
<td>Plan own work</td>
</tr>
<tr>
<td>Information skills</td>
<td>Plan own work</td>
</tr>
</tbody>
</table>

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

Learning Activities

For this unit, the materials are presented in modules and each module will refer you to the essential readings. There will be learning activities incorporated within the modules. These are designed to stimulate your thinking about what you have to read and to help focus and clarify the concepts in your mind. You do not need to submit these for marking unless they are labelled as ‘Assignments’. We strongly recommend you complete the learning activities, as they will assist you to develop your ideas for your assignments.

There will be scheduled tutorials conducted on campus. These will be interactive sessions to provide students opportunities to discuss topics and clarify concepts and issues with the tutor. Students in Perth are encouraged to attend and participate. For students who are unable to attend, weekly tutorial notes will be posted on Blackboard for you to review as well. If you do have any questions, tutors are available to discuss with you via email or skype.

It is essential that you check the Blackboard for announcements very regularly as all essential information will be posted on the Blackboard site.

Please refer to the PROGRAM CALENDAR on page 9 for the schedule of online independent study and assessment dates.

Learning Resources

Other resources

Recommended Texts

A reading list is provided for each week. The articles can be found in the Curtin University electronic Journal Collection. You do not have to purchase the following textbooks but you may like to refer to them. The Textbooks are:


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>
</table>
| Action plan               | 30 percent | **Week:** 4 onwards  
|                           |         | **Day:** 27 March 2016  
|                           |         | **Time:** 11.59 pm    | 3,4,5                            |
| Critical review of essay  | 30 percent | **Week:** 8        
|                           |         | **Day:** 8 May 2016  
|                           |         | **Time:** 11.59pm     | 1,4,5                            |
| Case study                | 40 percent | **Week:** 12       
|                           |         | **Day:** 5 June 2016 | **Time:** 11.59pm                | 3,4,5                            |

Detailed information on assessment tasks

1. **Internal Students: Group Presentation** (Group presentation, 30 minutes, powerpoint presentation, 12-14 slides, total value 30%, due week 4-12, presentation date to be determined in first class contact).

In your group of 4-5 students, develop a presentation on your prescribed topic. You are to explore concepts such as industry focused data collection, teamwork and information management as part of this presentation.

**External Students: Individual Work – Action Plan**


Action Planning is a process which helps you to set a direction and helps you focus your ideas to achieve goals and objectives. Guidelines for the completion of this assessment are provided in Blackboard.

2. **A Critical Review Essay: Individual Work** (a written critical review essay 1,000–1,500 words, total value 30%, due week 8). You are to reflect on and critically analyses the following journal article, which can be retrieve from the Curtin Library:


3. **Case study Critical Analysis: Individual Work** (1500 – 2000 words, total value 40%, due week 12). You are to critically analyse and write a report on a prescribed topic. (See Blackboard)

Pass requirements

Your final grade for this unit will be a score out of 100. To pass this unit, students must submit ALL components of the assessments and obtain a final mark of at least 50 on each piece of assessment.

Students should consult the School and University policies on assessment and be mindful of penalties for plagiarism and late submission of assignments to ensure successful completion of this unit.

This is a significant unit; failure twice may lead to termination of a student’s course.

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](http://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 your OASIS email for details.

Supplementary assessments
Supplementary assessments are not available in this unit.

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.

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

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:

- Changes to the sequencing of lectures
- Changes to the lecture titles
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic Area</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>29 Feb – 6 Mar</td>
<td><strong>Governance</strong>&lt;br&gt;<strong>Clinical Safety &amp; Quality</strong></td>
<td>An introduction to the course</td>
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<tr>
<td></td>
<td></td>
<td>Course Overview</td>
<td>Clinical Governance</td>
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<tr>
<td>2</td>
<td>7 Mar – 13 Mar</td>
<td>Patient Safety and Quality</td>
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<td>• The development overview</td>
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<td>• International &amp; National Clinical Standards</td>
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<tr>
<td>3</td>
<td>14 Mar – 20 Mar</td>
<td>The Clinical Leader’s role in patient safety and quality</td>
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<tr>
<td>4</td>
<td>21 Mar – 27 Mar</td>
<td>The consumers role in safety &amp; quality</td>
<td>External Assignment 1</td>
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<td>Organisational Culture, Leadership &amp; Management</td>
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<td>5</td>
<td>4 Apr – 10 Apr</td>
<td>Organisational Culture, Leadership &amp; Management</td>
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<td>Managers Role</td>
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<td>6</td>
<td>11 Apr – 17 Apr</td>
<td>Leadership &amp; Management</td>
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<td></td>
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<td>Organisational Culture, Leadership &amp; Management</td>
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<td>7</td>
<td>25 Apr – 1 May</td>
<td>Acts, Rules and Regulations</td>
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<tr>
<td>8</td>
<td>2 May – 8 May</td>
<td>Scope of Practice</td>
<td>Assignment 2 Due</td>
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<tr>
<td>9</td>
<td>9 May – 15 May</td>
<td>Inter-professional Practice</td>
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<td>Resource Management</td>
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<tr>
<td>10</td>
<td>16 May – 22 May</td>
<td>Health care budgeting - The budget planning process</td>
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<tr>
<td>11</td>
<td>23 May – 29 May</td>
<td>Resource Management</td>
<td>Workforce</td>
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<td></td>
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<td>Resource Management</td>
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<tr>
<td>12</td>
<td>30 May – 5 Jun</td>
<td>Future Directions</td>
<td>Assignment 3 Due</td>
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<tr>
<td></td>
<td></td>
<td>Implications for practice</td>
<td></td>
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