



MODULE / SYLLABUS
EDUCATION CYCLE 2022-2025

Module/subject name:		ORGANIZATION OF NURSING WORK	
Direction:		NURSING	
Level of study*:		I degree (bachelor's) II degree (master's degree)	
Profile of education:		practical	
Type of studies*:		stationary / non-stationary	
Type of classes*:		mandatory <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> to choose from <input type="checkbox"/>	
Year and semester of studies*:		Year of study*: I <input type="checkbox"/> II <input checked="" type="checkbox"/> III <input type="checkbox"/>	Semester*: 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>
Number of ECTS credits assigned		1,5	
Language of instruction:		English	
Name of the PSW Department:		Faculty of Health Sciences	
Contact (tel./email):		Tel. 55,279 17,68 e-mail: dziekanat@psw.kwidzyn.edu.pl	
Type of module/subject relating to apprenticeships*:		<ul style="list-style-type: none"> • basic sciences <input type="checkbox"/> • social sciences and humanities <input type="checkbox"/> • basic nursing care science X • specialist care <input type="checkbox"/> 	
Person responsible for the module/subject:		according to the studies plan	
Presenter(s):		according to the studies plan	
Forms of student workload		Student charge (number of teaching hours)	
<i>Contact hours with an academic teacher (according to the study plan)</i>			
Lectures (W)		15	
Seminar (S)			
E-learning (e-L)			
Conversatories			
Exercises (C)		24	
Practical classes (ZP)			
BUNA - independent student work (according to the study plan)			
Student's workload related to work placements (<i>according to the study plan</i>)			
Total student workload – total number		39	
Number of ECTS credits per subject/module		1.5, including 0 BUNA	
Didactic methods	<ul style="list-style-type: none"> • giving (lecture, talk), • programmatic (using audiovisual tools, boards), • activating (case method, situational method, • staging method, didactic discussion, project method), • analysis of clinical cases. 		
Assumptions and aim of the subject	<p>— Providing knowledge about the specifics of the nursing workplace, the scope of duties, powers, responsibilities.</p> <p>— Teaching how to organize your own workplace taking into account the principles of ergonomics.</p>		
Teaching tools	Board and multimedia projector, boards.		
Prerequisites	Knowledge of issues from the social sciences, sciences in the field of the basics of nursing care, including the basics of nursing, health promotion, primary health care.		
Matrix of learning outcomes for the module / subject in relation to the methods of verifying the achievement of the intended learning outcomes and the form of implementation of didactic classes			
Symbol learning outcome	Students who pass the module (subject) know/understand/are able to:	Methods for verifying the achievement of the intended learning outcomes	Form of implementation of didactic classes * enter the symbol

C.W26.	Describes the concept of job, duties, powers and responsibilities.	<i>multiple-choice test /MCQ</i>	In
C.W27.	Presents the laws on working hours, shift work, work schedules and load on nursing positions.	<i>multiple-choice test /MCQ</i>	In
C.W28.	Characterizes the basic methods of organizing nursing care and their importance for the quality of this care.	<i>multiple-choice test /MCQ</i>	In
C.W29.	Presents the stages of planning the work of own and subordinate staff.	<i>multiple-choice test /MCQ</i>	In
C.W30.	Presents career planning opportunities and the determinants of one's own professional development.	<i>multiple-choice test /MCQ</i>	In
C.W31.	Knows the issues of quality in health care.	<i>multiple-choice test /MCQ</i>	W/C
C.U38.	Makes decisions on the selection of work methods and team cooperation.	<i>Oral exam</i>	Ć
C.U39.	Monitors the dangers of the nurse's work and factors that contribute to the occurrence of occupational diseases and accidents at work.	<i>Written and/or oral examination</i>	C
C.U40.	Contributes to the development of nursing practice standards and procedures and monitors the quality of nursing care.	<i>Oral exam</i>	Ć
C.U41.	Supervises and evaluates the work of subordinate staff.	<i>Oral exam</i>	Ć
C.U42.	Plans own professional development and develops active job search skills.	<i>Extended observation by the tutor / teacher, 360° assessment</i>	Ć
O.K5.	He seeks expert opinion in case of difficulties in solving a problem on his own.	<i>Extended observation by the tutor / teacher, 360° assessment</i>	W/C
O.K7.	Recognizes and recognizes own limitations in terms of knowledge, skills and social competence, and performs self-assessment of deficits and educational needs.	<i>Extended observation by the tutor / teacher, 360° assessment</i>	W/C

*W-lecture; S-seminar; EL- e-learning; K -conversations; Ć-exercises; ZP-practical classes; PZ-professional internships; BUNA-independent student work

EXAMPLES OF METHODS FOR THE VERIFICATION OF LEARNING OUTCOMES

in the field of knowledge (lectures/seminars): oral exam (*non-standardized, standardized, traditional, problem*); written exam – the student generates / recognizes the answer (*essay, report; short structured questions /SSQ/; multiple-choice test /MCQ/; multiple-answer test /MRQ/; match test; T/N test; answer completion test*),

in terms of skills (exercises/seminars): Practical examination; Objective Structured Clinical Examination (OSCE); Mini-CEX (mini – clinical examination); Implementation of the commissioned task; Design, presentation

in the field of social competences: reflective essay; prolonged observation by the tutor / teacher of the teacher; 360° assessment (opinions of teachers, colleagues, patients, other colleagues); Self-assessment (including portfolio)

BUNA – the student's own work is verified by assessing the degree of implementation of the assumed learning outcomes: a test checking the student's knowledge of the subject specified in the syllabus, but also through final papers, projects, presentations and any other mid-term work.

TABLE OF PROGRAMME CONTENTS

Program content	Number of hours	Reference of learning outcomes to CLASSES
LECTURES, semester III		
1. Organization of the nursing workstation.	3	C.W26. C.W28. C.W29. O.K5. O.K7.
2. Organization of own and team work. The cycle of organized activity.	3	C.W26. C.W28. C.W29. O.K5. O.K7.
3. Principles of ergonomics in a nurse's work environment.	3	C.W28. C.W29., O.K5. O.K7.
4. Quality in nursing care.	3	C.W28. C.W29. C.W31. O.K5. O.K7.
5. Career path.	3	C.W28. C.W29. C.W30. O.K5. O.K7.
EXERCISES, semester III		

1. Design of nursing workstation - duties, powers and responsibilities.	6	C.U38. O.K5. O.K7.
2. Methods of organizing own and team work in nursing practice.	4	C.U38. C.U41. O.K5. O.K7.
3. Standards and procedures in nursing practice.	4	C.U40. O.K5. O.K7
BUNA, semester III		
4. Analysis of the working environment – hazards, accidents at work, occupational diseases.	7	C.U39. O.K5. O.K7.
5. Planning professional development as a nurse.	7	C.U42. O.K5. O.K7.

LIST OF LITERATURE

Basic literature:

1. Rosdahl C., *Workbook for Rosdahl's Textbook of Basic Nursing*, Wolters Kluwer Health, cop. 2021.

Supplementary literature:

1. Fiona McDonald, Shih-Ning Then, *Ethics, Law and Health Care: A guide for nurses and midwives*, Macmillan International Higher Education, cop. 2019.

Method of passing and forms and basic assessment criteria/examination requirements

Method of credit

- Passing with grade – lectures
- Passing with grade – exercises
- Passing without grade - BUNA

Forms and criteria for passing

Lecture:

The basis for obtaining credit is:

- 100% attendance; confirmed by an entry on the attendance list,
- possible 10% absence balanced in a manner individually agreed with the instructor,
- obtaining a positive assessment of the exam

Written colloquium:

- takes the form of a written test, a multiple-choice test /MCQ/ with one correct answer (each correct answer is 1 point, no answer or incorrect answer 0 points, a minimum of 60% of correct answers qualify for a positive assessment.

Test evaluation criteria

Assessment	Very good (5.0)	Good plus (4.5)	Good (4.0)	Sufficient plus (3.5)	Sufficient (3.0)	Insufficient (2.0)
% of correct answers	93-100%	85-92%	77-84%	69-76%	60-68%	59% and less

Exercises/seminars

The basis for obtaining credit for the assessment is:

- presence of 100%; confirmed by an entry on the attendance list,
- active participation in the exercises (joining the discussion initiated by the lecturer, showing interest in the issues discussed during the exercises),
- correct, positively assessed oral answer to 3 questions in the field of content related to learning outcomes in the field of knowledge and skills, asked to the student during the exercises,

Evaluation criteria — oral answer

Assessment	Criterion
Very good	Correct, full, independent answer to 3 questions asked to the student by the lecturer
Endorsement	Correct, requiring little orientation by the teacher, answer to the 3 questions asked to the student
Sufficient	Correct, incomplete, requiring significant orientation by the teacher answer to the 3 questions asked to the student
Insufficient	No answer or incorrect answer to each of the 3 questions asked to the student

BUNA evaluation criteria - independent student work

Evaluation criteria	Assessment: pass/fail
Compliance of the content of the work with the subject of education	

Substantive assessment of work	
Evaluation of the selection and use of sources	
Assessment of the formal side of the work (footnotes, language)	
<i>*(recommendations for work)</i>	
	<i>(rating)</i>
	<i>(signature)</i>

* if any of the criteria are not met, the work should be corrected according to the lecturer's recommendations

FINAL GRADE IN THE SUBJECT:

— average grades from the colloquium from lectures and exercises.

Conditions for making up classes missed for excused reasons:

Making up for abandoned classes is possible only in the case of a student's illness documented by sick leave or Making up missed classes is possible only in the case of a student's illness documented by a medical exemption or other fortuitous reasons. Excusing classes and passing the material covered during the period of absence is done by the lecturer conducting the classes. Both a student returning from dean's leave and a student repeating a year are obliged to attend all classes and to take examinations. Only if a grade of at least "pass" (3.0) is obtained in an examination in a given year may a student repeating a year because of another subject be exempted from the obligation to attend classes and to pass the subject.

Acceptance: Vice-Chancellor for Science and Educational Quality