



MODULE / SYLLABUS
EDUCATION CYCLE 2023-2026

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 X supplementary <input type="checkbox"/> to choose from <input type="checkbox"/>	
Year and semester of studies*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>	Semester*: 1 <input type="checkbox"/> 2 X 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)	
Contact hours with an academic teacher (according to the study plan)			
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 (according to the study plan)			
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	<ul style="list-style-type: none">— Providing knowledge about the specifics of the nursing workplace, the scope of duties, powers, responsibilities.— Teaching how to organize your own workplace taking into account the principles of ergonomics.		
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	The graduate: knows and understands / is able to / is ready to	Methods for verifying the achievement of the intended learning outcomes	Form of implementation of didactic classes * enter the symbol
C.W26.	the concepts of workplace, scope of duties, rights and responsibilities;	multiple-choice test /MCQ	In
C.W27.	legal regulations pertaining to working hours, shift work, work schedule and workload in nursing jobs	multiple-choice test /MCQ	In
C.W28.	basic methods of nursing care management and its significance for the quality of nursing care;	multiple-choice test /MCQ	In

C.W29.	stages of planning own work and the tasks of subordinate personnel;	<i>multiple-choice test /MCQ</i>	In
C.W30.	possibilities for planning own professional career and determinants of own professional development	<i>multiple-choice test /MCQ</i>	In
C.W31.	issues related to quality in health care;	<i>multiple-choice test /MCQ</i>	W/C
C.U38.	make decisions on the choice of working methods and cooperation within a team;	<i>Oral exam</i>	Ć
C.U39.	monitor hazards and factors conducive to occupational diseases and accidents;	<i>Written and/or oral examination</i>	C
C.U40.	participate in designing the standards and procedures of nursing care, and monitor the quality of nursing care;	<i>Oral exam</i>	Ć
C.U41.	supervise and evaluate the performance of subordinate staff members;	<i>Oral exam</i>	Ć
C.U42.	plan own professional development and develop skills in active job hunting;	<i>Extended observation by the tutor / teacher, 360° assessment</i>	Ć
O.K5.	to seek expert advice when having difficulty solving the problem independently	<i>Extended observation by the tutor / teacher, 360° assessment</i>	W/C
O.K7.	perceive and recognise their own limitations in terms of knowledge, skills and social competences and carry out a self-assessment of their educational deficits and 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 workplace.	3	C.W26. C.W28. C.W29. O.K5. O.K7.
2. Organization of own and teamwork. The cycle of organized action.	3	C.W26. C.W28. C.W29. O.K5. O.K7.
3. Principles of ergonomics in the working environment of a nurse.	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. Designing a nursing workplace – scope of 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. Analysis of the working environment – hazards, accidents at work, occupational diseases.	5	C.U39. O.K5. O.K7.
4. Standards and procedures in nursing practice.	4	C.U40. O.K5. O.K7.
5. Planning professional development as a nurse.	5	C.U42. O.K5. O.K7.

LIST OF LITERATURE

Basic literature:

- 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

Forms and criteria for passing

Lecture:

The basis for obtaining credit is:

- presence of 100%; confirmed by an entry on the attendance list,
- possible 10% absence balanced in a manner individually agreed with the lecturer,
- obtaining a positive assessment from the colloquium.

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

- and/or reply orally

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

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

FINAL GRADE IN THE SUBJECT:

- average grades from the colloquium from lectures and exercises.

The final grade is recalculated according to the following criteria:

- 3.0 -3.24 – sufficient (3.0)
- 3.25 -3.74 – sufficient (3.5)
- 3.75 -4.24 – good (4.0)
- 4.25-4.74 – good plus (4.5)
- 4.75 -5.0 – very good (5.0)

Conditions for making up classes abandoned for justified reasons:

Making up for abandoned classes is possible only in the case of a student's illness documented by sick leave or other random reasons. Justification of classes and passing of the material being the subject of exercises during the period of absence is made by the lecturer conducting the classes.

Both a student returning from dean's leave and a student repeating the year is obliged to attend all classes and take the exam. Only if the exam in a given year has been obtained with at least a sufficient grade (3.0), a student repeating the year due to another subject may be exempted from the need to attend classes and pass and pass the subject.

Acceptance: Vice-Rector for Teaching and Student Affairs