



**MODULE / SYLLABUS**

EDUCATION CYCLE 2024-2027

<b>Module/subject name:</b>		<b>ORGANIZATION OF NURSING WORK</b>	
<b>Direction:</b>		<b>NURSING</b>	
<b>Level of study*:</b>		<b>1st degree (bachelor's degree)</b> II degree (master's degree)	
<b>Education profile:</b>		<b>practical</b>	
<b>Type of studies*:</b>		<b>stationary/</b> part-time	
<b>Type of classes*:</b>		mandatory X complementary <input type="checkbox"/> optional <input type="checkbox"/>	
<b>Year and semester of study*:</b>		Year of studies*: I <input type="checkbox"/> II X III <input type="checkbox"/>	Semester of studies*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 X 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>
<b>Number of ECTS credits assigned</b>		<b>1.5</b>	
<b>Language of instruction:</b>		<b>Polish</b>	
<b>PSW Department Name:</b>		<b>Faculty of Health Sciences</b>	
<b>Contact (phone/email):</b>		tel.55 279 17 68 e-mail:dziekanat@psw.kwidzyn.edu.pl	
<b>Type of module/subject related to vocational training*:</b>		<ul style="list-style-type: none"> <li>• basic science <input type="checkbox"/></li> <li>• social sciences and humanities <input type="checkbox"/></li> <li>• <b>teaching the basics of nursing care</b>X</li> <li>• Specialist care education <input type="checkbox"/></li> </ul>	
<b>Person responsible for the module/subject:</b>			
<b>Person(s) in charge:</b>		According to the study plan	
<b>Forms of student workload</b>		<b>Student Load (number of teaching hours)</b>	
<i>Contact hours with an academic teacher (according to the study plan)</i>			
Lectures (W)		<b>15</b>	
Seminar (S)			
Conversations			
Exercises (C)		<b>12</b>	
Practical classes (PK)			
<b>BUNA – independent student work</b> (according to the study plan)		<b>14</b>	
Student workload related to professional practice (according to the study plan)			
<b>Total student workload- total number</b>		<b>41</b>	
<b>Number of ECTS points per subject/module</b>		<b>1.5, including 0.5 BUNA</b>	
<b>Teaching methods</b>	<ul style="list-style-type: none"> <li>• informative lecture</li> <li>• exercises, case studies, discussion</li> <li>• self-education</li> </ul>		
<b>Objectives and purpose of the course</b>	<ul style="list-style-type: none"> <li>— Providing knowledge about the specifics of the nursing job position, scope of duties, powers, and responsibilities.</li> <li>— Teaching how to organize one's own workstation taking into account the principles of ergonomics.</li> </ul>		
<b>Teaching tools</b>	Multimedia board and projector, boards.		
<b>Prerequisites</b>	Knowledge of issues from the social sciences, sciences related to the basics of nursing care, including the basics of nursing, health promotion, and primary health care.		
<b>Learning outcomes matrix for a module/subject in relation to the methods of verifying the achievement of the intended learning outcomes and the form of implementation of didactic activities</b>			
Symbol learning effect	A student who passes a module (subject) knows/understands/is able to:	Methods of verifying the achievement of intended learning outcomes	The form of teaching activities * enter symbol
C.W26.	Describes the concept of a job position, scope of duties, powers and responsibilities.	Multiple Choice Test/MCQ	IN
C.W27.	Presents legal provisions regarding working time, shift work, working time distribution and workload in nursing positions.	Multiple Choice Test/MCQ	IN

C.W28.	Characterizes the basic methods of organizing nursing care and their importance for the quality of such care.	Multiple Choice Test/MCQ	IN
C.W29.	Presents the stages of planning your own work and that of your subordinate staff.	Multiple Choice Test/MCQ	IN
C.W30.	It presents the possibilities of career planning and the conditions for one's professional development.	Multiple Choice Test/MCQ	IN
C.W31.	Knows the issues of quality in health care.	Multiple Choice Test/MCQ	IN
C.U38.	Makes decisions regarding the selection of work methods and team cooperation.	Oral exam	C
C.U39.	Monitors hazards in nurses' work and factors contributing to the occurrence of occupational diseases and accidents at work.	Written and/or oral examination	Ć/BUNA
C.U40.	Participates in the development of standards and procedures for nursing practice and monitors the quality of nursing care.	Oral exam	C
C.U41.	Supervises and evaluates the work of subordinate staff.	Oral exam	C
C.U42.	Plans own professional development and develops active job search skills.	Extended observation by the supervisor/lead teacher, 360° evaluation	Ć/BUNA
O.K5.	Seek expert advice if you have difficulty solving a problem on your own.	Extended observation by the supervisor/lead teacher, 360° evaluation	W/C/BUNA
O.K7.	Notices and recognizes own limitations in terms of knowledge, skills and social competences and performs self-assessment of educational deficits and needs.	Extended observation by the supervisor/lead teacher, 360° evaluation	W/C/BUNA

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

#### EXAMPLES OF METHODS FOR VERIFYING LEARNING OUTCOMES

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

**in terms of skills (exercises/conversations):** Practical exam; Objective Structured Clinical Examination /OSCE/; Mini-CEX (mini – clinical examination); Realization of assigned task; Project, presentation

**in the field of social competences:** reflective essay; extended observation by supervisor/lead teacher; 360° feedback (opinions from teachers, colleagues, patients, other collaborators); Self-assessment (including portfolio)

**BUNA** –the student's own work is verified by assessing the degree to which the assumed learning outcomes have been achieved: a test checking the student's knowledge of the topics specified in the syllabus, but also through term papers, projects, presentations and any other mid-semester work.

#### PROGRAM CONTENT TABLE

Program content	Number of hours	Relating learning outcomes to CLASSES
<b>LECTURES, semester III</b>		
1. Organization of the nursing workstation.	3	C.W26. C.W28. C.W29. O.K5. O.K7.
2. Organization of own and team work. Organized action cycle.	3	C.W26. C.W28. C.W29. O.K5. O.K7.
3. Principles of ergonomics in the 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.
<b>EXERCISES, semester III</b>		
1. Designing a nursing workstation – scope of duties, powers and responsibilities.	4	C.U38. C.U39. O.K5. O.K7.
2. Methods of organizing own and team work in nursing practice.	4	C.U38. C.U41. C.U42. O.K5. O.K7.
3. Standards and procedures in nursing practice.	4	C.U40. O.K5. O.K7.
<b>BUNA, semester III</b>		
1. Analysis of the work environment – hazards, accidents at work, occupational diseases.	7	C.U39. O.K5. O.K7.

2. Planning professional development as a nurse.	7	C.U42. O.K5. O.K7.
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## LITERATURE LIST

### Basic literature:

— Baranowska A., Klimaszewska K., Krajewska-Kulak E., Basic medical and nursing activities, PZWL, Warsaw 2017.

### Additional literature:

— Karkowska D., Medical law for nurses, Wolters Kluwer, Warsaw 2020.

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

### How to pass

- Exam - lectures
- Graded exam – exercises
- Pass 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,
- a possible 10% absence compensated in an individual manner agreed with the teacher,
- getting a positive grade on the exam

Exam:

- It is a written test, multiple choice test /MCQ/ with one correct answer (each correct answer is 1 point, no answer or incorrect answer 0 points, minimum 60% of correct answers qualifies for a positive grade.

### Test Grading Criteria

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

### Exercises

The basis for obtaining credit for a grade is:

- 100% attendance; confirmed by an entry on the attendance list,
- active participation in 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 on the content relating to the learning outcomes in the field of knowledge and skills, asked to the student during the exercises,

### Assessment criteria – oral response

Rate	Criterion
Very good	Correct, complete, independent answer to 3 questions asked to the student by the instructor
All right	Correct answer, requiring slight guidance from the teacher, to 3 questions asked to the student
Sufficient	Correct, incomplete, requiring significant guidance from the teacher, answer to 3 questions asked to the student
Insufficient	No answer or incorrect answer to any of the 3 questions asked to the student

### BUNA Assessment Criteria – Independent Student Work (Essay Preparation)

Assessment criteria	Rating: pass/fail
Compatibility of the work content with the subject of education	
Content evaluation of the work	
Evaluation of the selection and use of sources	
Assessment of the formal aspect of the work (footnotes, language)	
*(work recommendations)	
	(rate)
	(signature)

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

**FINAL SUBJECT GRADE:**

— exam grade

**Conditions for making up classes missed due to justified reasons:**

Making up missed classes is only possible in the case of a student's illness documented by a medical certificate or other unforeseen reasons. The excuse for classes and crediting the material covered by the exercises during the absence is made by the lecturer conducting the classes.

Both a student returning from dean's leave and a student repeating a year are required to attend all classes and take the exam. Only if the exam in a given year is graded at least satisfactory (3.0) can a student repeating a year due to a different subject be exempted from the obligation to attend classes and pass and pass the subject.

**Approval: Vice-Chancellor for Education**