

## **Week 2**

### **- Explain the values underpinning academic integrity**

Academic integrity is founded on the principles/values of:

- Respect for knowledge
- Truth
- Scholarship
- Acting with honesty

### **- Define academic fraud and plagiarism**

Academic fraud is academic dishonesty that involves making a false representation to gain an unjust advantage. This can include:

- Falsification of data
- Using a substitute person to undertake an examination or other assessment item
- Reusing ones own work, that has been submitted previously
- Making contact or colluding with another person, contrary to instructions
- Bringing material into examination
- Contract cheating or having another writer complete for tender to produce an essay or assignment and the submitting the work as ones own

Plagiarism is the presentation of thoughts or works of another as one's own. This can include:

- Copying or paraphrasing material from any source without due acknowledgment
- Using another persons ideas without due acknowledgment
- Collusion or working with others without permission, and presenting the resulting work as though it was completed independently
- Reproducing material 'word for word' despite providing a reference, is considered by our school is plagiarism

### **- Identify University of Newcastle policies on Student Academic Integrity**

The University of Newcastle has created policies including the Student Misconduct Rule, and the Student Academic Integrity policy in response to student academic integrity. All students must also complete the Student Academic Integrity Module once enrolled for the first time at the University of Newcastle.

### **- Describe the use of plagiarism detection and prevention software**

Turnitin is an educational tool that gives students a chance to revise their work prior to final submission. It is an electronic text-matching software that supports the development of academic integrity and information literacy skills

### **- Explain the consequences for students of academic fraud and plagiarism at the University of Newcastle**

Firstly, the student is reported to the Student Academic Conduct Officer who will decide the consequences of the student. The student is registered in the Student Misconduct Register, which is used to record both the incidents of suspected academic misconduct and the action taken to address these issues even if the case is dismissed. Consequences of students of academic fraud and plagiarism can include:

- Dismiss the case
- Refer the case to a SACO in another school following consultation with the SACO Coordinator in instance where there may be concerns about a conflict of interest
- Initiate remedial action
- Deal with the case by imposing a penalty
- Refer the case to the ProVice-Chancellor, or to the Deputy Vice-Chancellor for consideration under the Student Discipline Rules – Higher level penalties

Remedial actions can include:

- Counseling or training on proper academic conventions and techniques
- Allowing the student to attempt the assessment item again without loss of marks

Low-level penalties can include:

- Attempt assessment with capped mark
- Allow completion of new work with capped mark
- Exclude parts resulting from dishonest practices
- Awarding no marks

Higher-level penalties can include:

- Award a grade of fail in the course
- Consider that the incident has been effectively dealt with and take no further action
- Counsel, reprimand, caution or warn the student

## **Week 3**

- **Navigating the Library homepage**
  
- **Building effective search strategies**
  1. Analysing your assignment question to identify key concepts
  2. Identifying synonyms and related terms for these concepts, truncating terms
    - Check definitions
    - Think laterally – how would someone else describe the same concept?
    - Different terminology used internationally?
    - Use quotation marks to indicate that you want to find these words in this order in documents in the list of results
  3. Using Boolean operators to combine synonyms and related terms
    - Link concepts and words using Boolean operators:
      - AND is used to narrow a search, decreasing the number of results
      - OR is used to broaden your search, increasing the number of results
      - NOT is used to narrow a search, eliminating all records which include a particular term
  4. Deciding where to search
  
- **Sources of scholarly information**
  - Start with your course outline and reading lists
  - Look for books in the NewCat system
  - Look for journal articles – If the journal article you need is not held by UoN, you can request it by using ArticleReach
  - Search for sources of scholarly information
  
- **Evaluating information**
  - Timeliness – Is the information current? If the information found is dated, is it still valid for the topic?
  - Bias – Does the author have a noticeable bias? Are there political, cultural or social agendas present in the information?
  - Reliability – If evaluating a document from the web are statements made referenced properly?
  - Validity – Are the research method and data collection techniques used to support the information valid in the discipline?
  - Accuracy – Are references provided to locate original sources of information? Are you able to crosscheck to confirm accuracy?
  - Authority – Can the author be identified? Who is the publisher of the item? Are they qualified to write on the subject?
  
- **Referencing – why it is important and when to reference**

It is important to reference to:

  - Verify the information you include in your assignments
  - To give credit where it is due
  - To receive credit for the research you have undertaken

You must acknowledge your sources whenever you:

- Quote the exact words of another source
- Paraphrase another source
- Use an idea, thought, commentary, argument, personal observation, judgment, image or any other material which is not your own

## **Week 4**

### **- Appreciation of Duty of Care**

“A requirement that a person act toward all others with the attention, caution and prudence that a reasonable person would in those circumstances”

In regards to WH&S > eliminate or minimize risks to health and safety where it is reasonable to do so.

- Duties/responsibilities of employers – ensure the health, safety and welfare of all employees
- Duties/responsibilities of employees – take care of yourself, other people in the workplace and those who may be affected by the things that you do or do not do

### **- Introduction of a simple safe systems approach (according to the COP)**

Work health and safety framework:

- Broad legislation – is now national law
- Regulations – specific requirements
- Codes of practice – technical notes
- Industry guidelines – practical advice
- Policies and procedures

Systematic approach:

- Step 1: Identify hazards
- Step 2: Assess risks
- Step 3: Control risks
- Step 4: Review control measures

### **- 2 specific hazards in Health & Community services**

#### **- Manual Handling (Hazardous Manual Tasks)**

A hazardous manual handling task is a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- Repetitive or sustained force
- High or sudden force
- Repetitive movement
- Sustained or awkward pressure
- Exposure to vibration

These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury

- Identification of hazards
- Assessment of the hazards to determine risks
- Control/eliminate the risk

Common methods for hazard identification:

- Direct observation

- Interacting with fellow employees
- Alerts from larger organizations
- Analyses of workplace injury records

Risk control:

- Level 1 – eliminate the hazards
- Level 2 – substitute the hazard with something safer, isolate the hazard from people, reduce the risks through engineering controls
- Level 3 – reduce exposure to the hazard using administrative actions, use personal protective equipment

Communication:

- Communicate clearly, accurately, and appropriately to the patient and the team

Equipment:

- Slide sheets – less friction, less force required
- Pat slide (slide boards) – act as a bridge
- Monkey bar (triangle) – enables patient to assist
- Lifter – machine takes the load
- Bed/table mechanics – electric, manual, hydraulic

#### - **Infection Control (Hand Hygiene)**

Infection control refers to procedures and activities, which aim to prevent or minimize the risk of transmission of infectious diseases.

Hand hygiene reduces the number of microorganisms on your hands.

- Resident – colonizing, attached to deeper layers of the skin, are more difficult to removed
- Transient – contaminating, attached to the superficial layers of the skin, easier to remove with routine hand washing, acquired by health workers, more commonly the cause of health-care-associated infections

Hand hygiene is effective in preventing the transmission of infection

- Endogenous – from the patient – wound to wound
- Exogenous – from health care workers, environment, instruments and equipment
- Nosocomial – hospital acquired, as a result of hospitalization, secondary to the patients original condition, not incubating at time of admission, can appear after discharge

Hand hygiene is the single most effective means of preventing the spread of infection.

- Routine/social hand washing with soap and water using the correct technique for 15-20 seconds
- Routine alcohol based hand gel or spray with correct technique for 15-20 seconds or until dry, if hands are not visibly soiled

5 moments of hand hygiene:

- Moment 1 – before touching the patient or the patients surroundings (on entering the patient zone)
- Moment 2 – before performing aseptic procedure
- Moment 3 – after a body fluid exposure risk
- Moment 4 – after touching the patient (if leaving the patient zone)

- Moment 5 – after touching the patients surroundings (if leaving the patient zone)

#### Jewellery:

- A ring that is a plain band may be worn, however this should be moved about on the finger during hand hygiene
- Wrist or forearm jewellery must not be worn by HCPs providing direct patient care

#### Nails:

- No nail polish when providing direct patient care
- Chipped nail polish supports the growth of organisms
- No artificial nails when providing direct patient care
- Natural nail tips must be short

#### Personal health care:

- Hand care – intact skin is a natural defence – cover cuts and moisturize hands
- Your health – immunization, health, report incidents
- Immediate care – Clean exposure site – report incident to appropriate people
- Evaluation – of exposure and of source
- Treatment – counseling, blood collection, prophylaxis, follow up
- Personal protective equipment – hand hygiene, using gloves, facial protection, masks and gowns/aprons

Standard precautions are designed to reduce the risk of transmitting an infection from both recognized and unrecognized infectious sources.

- **Other common hazards in Health & Community services are: stress & fatigue, slips, trips & falls – no assessment on these**