

## **Process of the Diploma Examinations**

### **1 The written subject-specific Nursing School Thesis**

The topic of the written school work (FBA) has to be given to signatures of the pupils in the school management inclusive at the end of the module 4 in a class list. The list is spent by the teacher on care science. Wishes concerning care people can be stated.

The allocation is taking over by the management with the teachers of the health and nursing school. The subjects are granted by the management. The respective allocation is announced by Moodle to the student nurses. After that there is the possibility for one week of announcing change requests by e-mail (to the management office care). After expiry of this week the obligatory list is sent by e-mail and published on Moodle.

The first establishing contact with the teaching person looking after the FBA is carried out via the course and lesson planning on invitation and is a binding component of the teaching curriculum. The course and lesson planning organizes the first support appointments for the general meeting regarding contents, form and appraisal factors (cf. guidelines for writing the school work). By this appointment a ready ex-pose/draught is to be brought. The appointments are taken from the timetables. For the further support dates and the appointment agreements the student nurse is responsible him or herself.

The first unbound copy of this written school work must be delivered at the latest in the theory week before last of the module 6 to the concerning teaching person personally.

Afterwards this first version is examined by the respective teaching person concerning the contents and is discussed with the trainee. To amendment and improvement suggestions of the teacher should be absolutely considered and be worked on accordingly.

At the latest eight weeks before the first appointment of the theoretical certificate test a raw version controlled on linguistic correctness is to be delivered to the supervising teacher.

The corrected, revised and engaged version of the written school work and the CD on which the FBA is stored in pdf format, are to be delivered at the latest, four weeks before the first appointment of the verbal certificate test with the responsible supervising teacher. If the submission occurs after the term, the student nurse is not admitted to the certificate test (see § 40, paragraph 4 GuK Obv.)!

In the connection the written school work is judged by the supervising teacher, and formulates a mark proposal to the certificate examining board. The final mark will award after the test conversation within the scope of the verbal certificate test of the examining board (§ 46, paragraph 1, lighted. 1 GuK Obv.).

## **2 The Practical Diploma Examination**

### **2.1 Supervised Practical Training**

#### **2.1.1 Point in time**

At the beginning of the diploma examination-related traineeship a „trained training period“ with that teacher who will conduct the diploma examination takes place.

#### **2.1.2 Performance/Execution**

Presentation: Handover of the patients to the teacher, discussion of the planned nursing measures and the process.

The teacher has to ask questions clearing the task of supporting the process actively of making suggestions and collaborating when required.

Präsentation: Handing over of the patients to the teacher, discussing of the planned care activities handing over to the duty team.

In the following there will be a reflection conversation with the teacher, the documentation papers concerning the taught traineeship of the pupils and teaching persons have to be filled out and immediately handed in the practice planning.

### **2.2 Preparation for the Examination**

The preparation on the practical diploma examination occurs as the preparation on the trained training period including an entire nursing documentation for the examination which will be handed over to the graduands on the station. The delivery of the documentation briefcase occurs with the examining teacher at the latest at 17 o'clock of the day before. Besides, all data protection-juridical directives are to be followed.

### **2.3 Performance/Execution of the Practical Diploma Examination**

#### **2.3.1 Preparation for the Examination**

The day before the examination the student nurses have at disposal during her business hours approx. three hours to get to know from the examining teacher and an other member of the certificate examining board to select patients. The concerning patients must be informed by the student nurses about the planned processes. They provide a specific nursing planning in the patients during the preparation time and they must make all organizational preparations for the realisation of all planned nursing measures. The delivery of the documentation briefcase occurs with the examining teacher at the latest at 17 o'clock of the day before. Besides, all data protection-juridical directives are to be followed.

## 2.3.2 Performance

### The „handing over conversation“

The planning is checked and judged by the teacher which is a member of the diploma board of inspectors and another member of the diploma board of inspectors.

She is, in which introduced the examination candidates of the board of inspectors with a handing over conversation – consisting of the teacher and another member of the diploma board of inspectors most (of one/s mentor) – the patients and the care and scheduling present arms.

### Performance/Execution

Then the graduands work independently or with support of an other member of the certificate examining board (mostly of the / r mentor) with the patients, according to the complexity of the planning process itself of the measures for the duration from minimally 1.5 to maximum 3 hours. The teacher has exclusively the function to observe the process and to document.

### Documentation

After end of the nursing actions the nursing documentations of the graduands are completed, the documentations of the stations are complemented and the patients well-chosen to the test are handed over to the team on duty.

### The follow-up discussion

The next conversation with the examining board contains an evaluation of the process, questions for the nursing planning, questions to the clinic, questions to other nursing measures and the selfreflection of the graduands.

### Assessment of the Practical Diploma Examination

To the exclusion of the graduands the examining board carries out the evaluation and judgement and announces in the connection whether the test could be passed or not be passed.

The following subranges are valued:

- the nursing planning and process planning
- the preparation of the nursing sequence
- the realisation of the nursing sequence after the graduations of the nursing quality degrees and the nursing standards of the respective situation
- the postconversation

If one of these subranges is judged by the certificate examining board negatively, the whole practical test will be judged „not passed“.

If patients damage threaten on body and life, the whole practical test is discontinued/aborted and will be judged „not passed“.

The achievements of the student nurses are passed with „passed excellently“, „passed good“, "passed" or „not passed“ on valuing.

## **Verbal Diploma Examinations**

The certificate examinations are conducted by those teaching staffs who have held the lessons in the suitable fields.

### **1st Appointment**

#### **Examination: General health-care and nursing and Palliative Care**

- Teachers of the Health and Nursing
- Teacher for Palliative Care

The test in health and nursing takes place in the form of a case study. The Palliative Care will be tested by asking two questions. The test takes 20 min.

#### **Final verbal examination of the written subject-specific Nursing School Thesis**

On account of the written school work and the answer of deepening questions the commission decides on the mark. The FBA is briefly introduced (max. 2 min). Afterwards 2 deepening questions are put to the contents. The test time amounts to 5 min.

### **2nd Appointment**

#### **Examination in the specialty Health education and Health promotion as well as Structures and Facilities of the Public Health**

- The teaching staffs from the respective specialty ask two questions. Test time 10 min.

#### **Examination in the specialty Care of old people as well as house nursing**

- - The teaching staffs from the respective specialty ask two questions. Test time 15 min