

Process

Final Examination

This document provides a description of how the activities are ready to process the final exam and applies to the Department of Nursing.

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1 Target, Purpose

It is the aim of this process description, to standardise an efficient organisation of the final exam including documentation

- The training of the upper grade of Health and Nursing
- The training of nursing assistants
- Training in the home health care
- The specialised training and postgraduate/further training
- According to statutory requirements in the Department of Nursing

The scale below shows which process steps are required at the respective training:

Prozess Abschlussprüfungen	HGN (General Health and Nursing)	NA (Nursing assistant)	HH (Home help)	SpT (Specific training)	PT (Post-graduate training)
3.1 Information process final examination	X	X	X	X	X
3.2 Approval of the topics for subject-specific nursing school thesis	X			X	X
3.3 Draft of basic concept	X			X	X
3.4 Draft of subject-specific nursing school thesis	X			X	X
3.5 Supervision of subject-specific nursing school thesis	X			X	X
3.6 Submission of subject-specific nursing school thesis	X			X	X
3.7 Supervised traineeship and preparation of und practical diploma examination	X				
3.8 Assessment (appraisal) of the practical trainee concerning the diploma examination	X				
3.9 Practical diploma examination	X				
3.10 Organisation of repetition concerning the practical diploma examination	X				
3.11 Review (audit) of approval (admission) concerning the final exam	X	X	X	X	X
Prozess Abschlussprüfungen	HGN (General Health and Nursing)	NA (Nursing assistant)	HH (Home help)	SpT (Specific training)	PT (Post-graduate training)
3.12 Approval (admission) of first examination date	X	X	X	X	X
3.13 First examination date	X	X	X	X	X

3.14 Second examination date HGN/NA	X	X	X		
3.15 Organisation of repetition concerning the final exam	X	X	X	X	X
3.16 Archiving (storage)			X		

2 Detailed description

2.1 Information of process concerning the final exam

As part of the general information session a detailed information of the trainees takes place at the end of final exams:

- Location Innsbruck and Hall, training of the upper grade of health and nursing: the school management
- Location Innsbruck, specific and further training by the course administration
 - ✓ Preparation of information documents
- Location Innsbruck and Hall, training of the upper grade of health and nursing: on Moodle by the school management and e-learning commissioned person
- Location Innsbruck, specific and further training by the course administration
- If required support from the copy center
- Planning of information service hour by office of scedule for health care
 - ✓ Reflect the information session on the subject
- Health care training regulation
- Framework conditions for thesis
- Expiration practical diploma examination
- Expiration theoretical diploma examination
- GHN: Issue the medication list and the topics of the health care diploma

2.2 Approval of the topics concerning the subject-specific nursing school thesis

2.2.1 Approval of the topics concerning the subject-specific nursing school thesis GHN

- Transfer or print the form list of subject-specific nursing school thesis to the teacher for the subject healthcare sciences by internal teachers
- Distribution of the form list of subject-specific specific nursing school thesis and consent public presentation specialised paper to the trainees by the teacher for the professional nursing
- Formulation of the issues by the trainees and returning the completed list of topics to the teacher for the subject of healthcare sciences
- Approval of issues and allocation of support teachers through the school management as well as information to office of scedule for health care.

- After a 14-day deadline of alteration: the first planned meeting with the support teachers (including room reservation) through the office of schedule for health care
- Information of the first meeting by email through the office of schedule for health care
- Location Innsbruck and Hall: Publication of all subjects and support teachers on moodle by E-learning commissioned person

2.3 Draft of basic concept GHN

- Draft of basic concept by trainee
- Meeting/discussion concerning the basic concept during the first meeting date by the trainee

2.4 Draft of the subject-specific nursing school thesis

- Draft of the subject specific nursing school thesis according to the rules and/or the final paper according to the rules final paper computer oriented and using libraries by the trainee. Furthermore regarding the rules of gender by the trainee.

2.5 Support of the subject-specific nursing school thesis/final paper

2.5.1 Support of the subject-specific nursing school thesis – GHN

- Further guidance and advice for/with the support of the trainee teachers at individually agreed meeting appointments or during surgery
- Providing additional information, recommended reading and experts to/the trainee by the support teacher
- Substantive correction of the first version by the support teacher
- Transmission of the professional fee for practical diploma examination and dissertations or the invoice (for support teachers who are not TILAK-employees or any free service contract with the AZW without holding lessons at the AZW) to the school management by the external charge of the project.

2.6 Submission of the subject specific nursing school thesis/the final paper

2.6.1 Submission of the subject specific nursing school thesis – GHN

- 4 weeks before the date of the first oral diploma examination: submission of subject specific nursing school thesis digitally and hard cover edition handed out by the trainee

- Reviewing the recommended corrections and plagiarism check in the final version by the support teacher or by the school management
- Examination of subject specific nursing school thesis by the support teacher according to the records of examination if required criteria are fulfilled
- The subject specific nursing school thesis and records of examination remain at the support teacher until the final oral exam occurs (see next steps process of marketing)
- The assessment of the subject specific nursing school thesis takes place in line with the commission's final examination by the examination Board.

2.7 Instructed/guided practical training and preparation for the practical diploma examination

- At the beginning of the 5th module a list of donors traineeship where practical diploma examinations are performed will be published on moodle for the trainees
- There will be a vote in moodle in the middle of the module 5, where the trainees can register themselves for the possible traineeships.
- Coordination between the practical planning health care and the examination schedule health care, at the location of Hall between the practical planning health care and the office of schedule for health care at least three months before the tests on
 - ✓ the period of instructed/guided practical training in module 6
 - ✓ practical diploma exams
 - ✓ the number of required teachers and
 - ✓ the number of required dates
- Planning and organisation of the diploma exam related traineeship, the instructed/guided traineeship and practical diploma exam each trainee at the end of the 5th module is taking the statutory period prescribed by the practical planning health care into account
- Entering the dates "traineeship or practical training" and dates "practical diploma exam" to Infosys by the practical planning health care and the office of schedule for health care after being released by the school management

Announcement of the dates to

- ✓ trainees (members area of AZW Homepage)
- ✓ Coordinator of traineeship donors (notice by email, login field of AZW Homepage)
- ✓ Traineeships of the regional hospitals (notice by email, login field of AZW Homepage)
- ✓ Extramural traineeship donors (written information about appointments)
- ✓ teachers (written information about appointments)
- ✓ Transmission of check list for the regional hospital Innsbruck to the coordinator of traineeship planning and allocation of audit assistant (= mentors)
- ✓ Written notice by audit assistant from coordinator of traineeship to practical planning health care, the school management and the works council

At the regional hospital in Hall or the extramural area audit assistants will be divided/grouped as follows:

- Inquiry for voluntary audit assistants to selected traineeship donors by the practical planning health care and the school management
- Written confirmation of voluntary audit assistants selected by donors to practical planning health care
- Classification of internal teachers concerning open dates by the practical planning health care and the school management
- Sending an abridgment of the examining board assistants to all examiners by the practical planning health care
- Report of the external auditor/audit assistants that are not TILAK-employees, to the personnel department by the school management
- Printed appraisal of the supervised traineeship by the teacher
- Contacting the trainees with the teacher in terms of information transfer
- Contacting concerning the frame conditions with respect to the institution in accordance with guidelines for supervising teacher by the teacher

A day before the instructed/guided traineeship

- Preparation of the patients concerning the supervised traineeship by the trainee
- care planning by the trainee as well as any information of the teacher
- implementation of the instructed/guided traineeship under the supervision of the teacher

- Oral feedback from the teacher to the trainee
- Completing the traineeship or practical training appraisal by the teacher and forwarding to the practical planning health care
- Implementing confirmation of guided traineeship in Infosys by practical planning health care
- forwarding the protocol to the class teacher by the practical planning health care

2.8 Assessment of the diploma exam related traineeship

- In the beginning of the practical diploma examination the teacher checks the positive development of diploma exam related traineeship
- Confirmation of positive process of the diploma exam related traineeship at the applicable examination record by the mentor and the staff nurse.

2.9 Practical diploma examination

- Notification of any changes in the composition of the examination board to the school management by the teacher and
 - Notification of Non-TILAK-employees to the personnel department by the school management
- Allocation of patients by the mentor to the trainee on the eve of the practical diploma examination
- Creating care planning by trainee and transfer of the care plan to the teacher on the eve of the practical diploma examination

- Organisation of infrastructure/equipment for examination by the trainee
- Presentation of the patients and the process of nursing by the trainee
- Implementation of care in collaboration with the mentor by the trainee
- Registration of nursing action in the official documentation of care by the trainee
- Information and transfer of patients to the on-duty nurse by the trainee
- Documentation of the practical diploma sequence by the examination board
- Oral examination with the trainee in the presence of the examination board
- Evaluation of examination and registration into the examination record practical diploma examination by the examination board,
- Verbal announcement of the result for the trainee by the examination board
- Forwarding the page of results of the examination record practical diploma examination to the class teacher
- Information of practical planning health care and the school management in the event of a negative assessment or in case exam did not take place, to the class teacher
- Information to office of scedule for health care in the event of a negative assessment or in case of exam did not take place by the practical planning health care for an appointment
- Transmission of the fee for practical exam and diploma thesis to the school management and to course administration by the mentor

2.10 Organisation of the repetition of the practical diploma examination

- View/check item 2.7 on instructed/guided trainee and performance of the practical diploma examination
- The re-examination is taken within 8 weeks after completion of the oral diploma exams (at the earliest after 14 days). (see AV § 50)

2.11 Theoretical examination for admission to graduate/final examination

- The examination scedule health care respectively the office of Scedule for health care location Hall, checks, together with the class teacher respectively the course management, whether the trainee
 - ✓ has completed all the subjects positive/participated on all subjects successfully
 - ✓ and the school thesis was submitted in due time.
- Implementation of absenteeism control over the entire last year of training by the school office health care and disclosure of an excel chart to the class teacher
- In case the absences exceed the legal issues: message about the trainee to the school principal by the class teacher
- Organisation of the exam dates for repetition and supplementary exam according to training process item 2.6 individual exam by examination scedule health care location of Hall by office of scedule for health care.
- Process of the revision or amendment process audits in accordance with item 2.6 of training individual exam

- Re-examination can be taken twice.

2.12 Admission first examination date

- Regarding final approval of the examination schedule health care respectively the office of schedule for health care/location of Hall collectively with the class teacher/the course administration.
- Planning of the examination dates for the diploma examination and final exams by the examination schedule health care respectively by office of schedule for health care location of Hall
- Agreement of the exam dates with external teachers by the examination schedule health care respectively by office of schedule for health care location of Hall
- Passing of the examination sequence to the school management/course administration and to the examiners by the examination schedule health care respectively by office of schedule for health care location of Hall
- Information to trainees about examination dates by the examination schedule health care respectively by office of schedule for health care location of Hall
- Not later than four weeks before the first examination date, invitation to the examination in accordance with the respective training regulations by the examination schedule health care respectively by office of schedule for health care location of Hall
- Confirmation of participation by the secretary of health and care department of the provincial government of tirol, cancellations are to be archived by the examination schedule health care respectively by office of schedule for health care location of Hall
- Arrangement of an additional teacher as representative of the legal entity per exam room by the examination schedule health care respectively by office of schedule for health care location of Hall
- Information to reception respectively principal's secretary of health care location Hall regarding beverage supply

2.13 First date of exam

2.13.1 First date of exam – GHN-NA-HH

- Exam questions, with specific standard answers are prepared based on the guidelines of case studies for both sites (Innsbruck and Hall) by the examining teacher in writing
- Release of examination questions by the school management/course administration
- Room preparation jointly by the examination schedule health care respectively by office of schedule for health care together with principal's secretary of health care location of Hall
- Allocation of drinks by reception respectively location Hall by the principal's secretary of health care or at the site of the Hall Director's Office Care
- Allocation of examination papers in the exam room by examination schedule health care respectively by office of schedule for health care location Hall
 - ✓ Guidelines for the oral examination
 - ✓ Overall grades of final exams GHN-PNC-PHC-NA
 - ✓ Sequence of exam and examination record
- Pass partial verification according to the training regulations by the trainee

- Give information to trainee regarding the results (positive or negative) of the examination by the examining board/final exam
- Assessment and completion of the examination record by the examining board/final exam
- Location Innsbruck:
 - ✓ Forwarding the examination record to school management by examiner
 - ✓ Calculating the overall grade and forwarding the final grades to the examination schedule health care by school management
 - ✓ Create two copies of the examination record (training officers for royalty accounting, examination schedule health care)

Location Hall:

- ✓ Forwarding the examination record to office of schedule for health care by examiner
- ✓ Create three copies of the examination record (training officers for royalty accounting, office of schedule for health care and school office health care)
- ✓ Forwarding the original protocol to the class teacher respectively the course administration by the examination schedule health care in Innsbruck and to the office of schedule for health care in Hall
- Entering the results into Infosys by the examination schedule health care in Innsbruck and by the office of schedule for health care in Hall on the login field of the AZW Homepage

2.14 Second date of exam - GHN-NA

- Implementation of the second exam date see item 3.13 First exam
- The prerequisite for admission for the second exam in general health and nursing respectively the specific basic training, is a positive practical diploma examination

2.15 Organisation of the re-examination/final exam

- Organisation of the exam dates for repetition see item 2.12 Admission first examination date
- The re-examination is carried out in accordance with statutory time limits imposed (training regulations)
- The organisation repetition of partial exam occurs according to the training regulations

2.16 Archival storage

- Archiving the final examination records for 50 years by the principal's secretary of health care, secretary of specific training (SpT) respectively by the school office health care located in Hall

3 Responsibilities for changes

The responsibility for this process lies with the deputy faculty department, also known as contact person, accountable and responsible for changes. The responsibility for the proper execution/implementation lies with the relevant staff/employee.

4 Terms and abbreviations

A	Advisor
AC	Admissions Committee
AD	Account Department of the TILAK GmbH
BB	Bloodbank of the University Hospital Innsbruck
C	Cooperation
CA	Course Administration
CC	Copy Center
CD	Company doctor
CT	Class teacher
CT	Coordinator of Traineeship
CW	Central washings
D	Decision
DN	Director of Nursing
E	Employee(s)
EB	Examining Board
FD	Faculty Department
FDHC	Faculty Department Health Care
GAI	General Accident Insurance
GHN	General Health and Nursing
HH	Home Help
HK	House keeper
HOAZW	Head Office AZW
I	Information

JS	Journal Service
L	Library
LOG	Logistics (Department)
MEN	Mentor
NA	Nursing assistant
NM	Nursing Management
OSHC	Office of Scedule for Health Care
P	Performance
P	Principal
PA	Principal Assistance
PAM	Person in authority of media
PD	Personnel Department
PNC	Pediatric nursing care
PHD	Provincial Health Directorate
PPHC	Practical planning Health Care
PS	Principal's Secretary
PSHC	Principal's Secretary of Health Care
PSY	Psychologist
PT	Postgraduate training (or further training or advanced training)
Pur	Purchase
REC	Reception
SOHC	School office Health Care
SpT	Specific training
SR	Student representation
SST	Secretary of Specific training
SUP	Superior
T	Trainee
T	Teacher
TS	Traineeship
VAC	Vaccinator
W	Ward