

Master of Medicine

(Perioperative Medicine)



Course Code M6027/3896

Student Guidebook

<https://master.periopmedicine.org.au>

Updated Mar 2020



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Central Clinical School
Faculty of Medicine, Nursing and Health Sciences

Department of Anaesthesia & Perioperative Medicine – Monash University
Department of Anaesthesia & Perioperative Medicine – Alfred Health

Statement of purpose

This is the Department of Anaesthesia and Perioperative Medicine's Student Guide for the Master of Medicine course and unit information. The official site is online and can be found at <https://monash.edu/pubs/2018handbooks/courses/M6027.html>

The Monash University online Handbook is the official statement of courses and units available for study at Monash University, published each academic year. Changes made after publication are recorded in the official change register. The Handbook sets out the requirements that must be satisfied for a student to be eligible for course completion and graduation.

The course and unit details provided in this edition of the Handbook are for those students who commence their studies in 2018 - students who began their studies prior to this should refer to the archived Handbook edition for the year in which they started their course. Archives <http://monash.edu.au/pubs/handbooks/archive.html> are available online for 1995 to current. Handbooks prior to 1995 are available in hard copy from the University Library <http://monash.edu/library/index.html> .

Student responsibilities

All students must:

- read the official Monash University Handbook with any changes published in the change register
- read official University correspondence for advice on changes
- not rely on information published elsewhere as it may not be accurate
- check with their faculty for advice when planning their enrolment
- ensure that they enrol in units to meet the course requirements in order to complete the course and graduate.

Disclaimer

The University may:

- not teach a course/unit in any given year
- teach a course/unit in a different manner to that set out in the Handbook
- discontinue or vary a course/unit at any time.

Description

This course is designed to meet the needs of registered medical practitioners by equipping its candidates to work competently and effectively in this ever-changing medical environment.

Perioperative Medicine:

Surgical patients are getting older and sicker. Many clinicians caring for surgical patients are challenged by the growing complexity of these patients, particularly their perioperative management. Pre-admission clinics are responding, and perioperative medicine is becoming an emerging field. This Masters course will address deficiencies in this area. This course will be conducted by Monash University (Department of Anaesthesia and Perioperative Medicine) (Director Professor Paul Myles).

Outcomes

Key objectives of the perioperative medicine component are to:

1. Provide clinicians with information to care for the growing complexity of surgical patients.
2. Provide a greater understanding of the importance and functioning of the pre-admission clinic
3. Equip the perioperative physician to risk stratify and optimise care of the patient in the perioperative period.
4. Collaboratively manage the patient in the perioperative period, in particular the perioperative management of patients with acute medical, cardiac, and other organ dysfunction.
5. Equip the perioperative physician with the managerial skills to lead a multidisciplinary perioperative management team.
6. Equip the perioperative physician with basic research skills to further perioperative medicine research.

Abbreviated title GradDipPeriopMed / MMed

Credit points 48 (Diploma) / 72 (Masters)

Course Code M6027/3896

Time for completion of Masters 1.5 years full time, 3 years part time

Course website: <https://master.periopmedicine.org.au/>



Prof Paul Myles
Director
Chief Examiner and Academic Chair
Department of Anaesthesia and Perioperative Medicine
Monash University and Alfred Hospital
Melbourne



Dr Jamie Smart
Staff Anaesthetist, Alfred Hospital, Melbourne
Adjunct Lecturer, Monash University, Melbourne

Graduate Diploma versus Master of Medicine

All students must enroll for the Master of Medicine. However, once the four Core Units have been successfully completed, a student can opt to exit and receive the Graduate Diploma of Medicine.

To receive the Graduate Diploma (Perioperative Medicine):

- Complete all four core POM Units
- Qualification Course Abbreviation - GradDipMed

To receive the Master of Medicine (Perioperative Medicine):

- Complete all four core POM Units PLUS 24 Credit Points from the elective units (from a choice of eight)
- Qualification Course Abbreviation - MMed

Due to the introduction of the new Master of Medicine M6033 course structure, if a student opts to exit from the Master of Medicine course codes M6027 or 3896 and receive the Graduate Diploma, they are no longer able to return and complete the Master of Medicine M6027/3896 course structure. Students are welcome to apply for the M6033 course and meet the new course requirements.

Admission Requirements

Due to the introduction of the new Master of Medicine M6033 course structure the M6027/3896 course structures are no longer available for new admissions.

Fees

The approximate cost for all required units for the Master of Medicine is approximately \$39,000 Australian Dollars.

The approximate cost for all required units for the Post Graduate Diploma of Medicine is approximately \$26,000 Australian Dollars.

Further information on full-fee calculation and per unit fees, can be found at:
<https://www.monash.edu/fees/course/fee-rates-calculator?year=2020&type=domestic>

In addition to your Tuition Fee or Student Contribution Amount, all students are to pay a Student Services and Amenities fee each calendar year. This is approximately between \$106 and \$298 (indexed annually), depending on the mode and study load. Further information is available on the Student Services and Amenities Fee website:
<https://www.monash.edu/fees/other-costs/amenities/2020>

The course is full fee paying. CSP (Commonwealth Supported Places) are not available. Students can apply for FEE-HELP if eligible to do so.

For enquiries on student fees including:

- How to pay your fees
- Payment dates
- Payment extensions
- Accessing your fee statement
- Receipts
- Fees and charges

Please refer to <http://monash.edu/fees/>

Contact details <http://www.monash.edu.au/fees/contacts/>

**Fees Unit
Student Business Services
Building 3C
Monash University VIC 3800
Australia**

Phone: +613 9902 6011 Fax: +613 9903 1247

Course Units

Core Units are conducted by the Department of Anaesthesia and Perioperative Medicine, Monash University, Alfred Centre:

Compulsory core units (12 points each):

POM5001 Perioperative Medicine for the Cardiac Patient
POM5002 Acute Perioperative Medicine
POM5003 Organ dysfunction 1
POM5004 Organ dysfunction 2

Core Units are offered:

Semester 1: POM5001 and POM5004
Semester 2: POM5002 and POM5003

Assessment of the core units will be through a combination of online essays and online group case discussions.

Due to the new Master of Medicine M6033 course structure, core units POM5001-4 from course codes M6027/3896 are being taught out in 2020. These units will not be offered from 2021 onward.

Most elective units are conducted by the Department of Epidemiology and Preventive Medicine, Monash University, Alfred Centre:

Elective Units:

Select 24 Credit Points

MPH5213 Research methods (6 Credit Point)
MPH5040 Introductory epidemiology (6 Credit Point)
MPH5041 Introductory biostatistics (6 Credit Point)
MPH5266 Clinical leadership and management (6 Credit Point)
MPH5267 Principles of healthcare quality improvement (6 Credit Point)
POM5005 Human factors for patient safety (6 Credit Point)

OR

MAP5000 Research in advanced health professional practice (12 Credit Point) AND
MAP5010 Advanced health practice research project (12 Credit Point)

Elective Units are offered:

Semester 1: MPH5040 and MPH5041, MPH5266, POM5005, MAP5000, MAP5010*
Semester 2: MPH5213[^], MPH5267, MPH5040* and MPH5041*, MAP5010*

Please Note:

*Although units MPH5040 and MPH5041 are co-requisites, students can enrol into MPH5040 and MPH5041 individually. Please note this is not ideal and may make the content more difficult.

*MPH5040 and MPH5041 are offered both Semester 1 and 2. Semester 1 offering has compulsory block days, and Semester 2 offering is completely online.

[^]MPH5213 has the prerequisites of MPH5040 and MPH5041 which both must be completed first.

Students can enrol into elective units through the WES, except for MPH5213 which requires the DEPM Postgraduate Office to complete.

Elective Unit Information

Most elective units are conducted independently from the POM Core Units, by the Department of Epidemiology and Preventive Medicine (DEPM).

Please note that there are two modes for Elective Units – Day and DE. You only need to choose one. Please refer to the online timetabling.

Students can enrol into elective units through the Web Enrolment System (WES), except for MPH5213 which requires the DEPM Postgraduate Office to complete.

Elective Timetabling:

For timetabling of most elective units please refer to <http://www.med.monash.edu.au/epidemiology/pgrad>

For further information please contact the DEPM Postgraduate Office at:

**Department of Epidemiology and Preventive Medicine
Monash University
Alfred Centre
Melbourne VIC 3004
Australia**

Phone: +613 9903 0563

Fax: + 613 9903 0556

Email: pgradenq@monash.edu

Contact Person: **Kakra Peden**

POM5001 - Perioperative management of the cardiac patient

12 points, SCA Band 3, 0.250 EFTSL

| | |
|---------------------|--|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Anaesthesia and Perioperative Medicine |
| Offered | Alfred Hospital First semester (Online). Last offering is 2020. |
| Coordinator(s) | Dr Enjarn Lin / Dr Stuart Hastings |

Notes

Recognition of Prior Learning (RPL) and credit for POM5001 for those who have completed the Monash University/ Alfred Short Course in Perioperative Medicine will no longer apply for those undertaking the short course from 2014. It will still apply to those who have completed the short course prior to this date (subject to meeting the credit recency policy).

Quota applies

This unit is quota restricted. Selection is on a first-in, first enrolled basis. For more information please contact Department of Anaesthesia and Perioperative Medicine (<http://www.med.monash.edu.au/cecs/anaesthesia-board/contactus.html>)

Synopsis

Cardiac disease is increasing in prevalence and creates a number of perioperative diagnostic and management dilemmas. This unit aims to consolidate and extend the student's knowledge of the pathophysiology of cardiac disease, and review the perioperative interventions that can be applied to improve patient outcome.

Outcomes

1. Correlate the pathogenesis of coronary artery disease, cardiac failure, hypertension, valvular lesions and pulmonary hypertension with patient history and clinical examination
2. Critically appraise the perioperative management plan for a patient with pre-existing cardiovascular disease who is undergoing non-cardiac surgery
3. Use the findings from perioperative cardiac investigations to stratify a patient's perioperative cardiovascular risk
4. Perform a thorough examination of the cardiac patient and formulate a suitable/appropriate/feasible management plan
5. Organize an appropriate perioperative plan to maximize the patient's perioperative outcome
6. Work collaboratively as part of a multidisciplinary perioperative medicine team

Assessment

1. Long Essay (3,000 words) 28%
2. Short Essay (1,000 words) 12%
3. Group Case Discussion (2,500 words per group) 10%
4. 2 x iSAP Cases (1,500 words each at 20% each) = 40% total
5. MCQ Exam (1 hour) 10%

Results will be reported to students and faculty as a **Pass (PGO) / Non-Pass (NGO)** result.

Chief examiner(s)

Professor Paul Myles

Workload requirements

20-24 hours per week of time commitment (on average).

POM5002 - Acute perioperative medicine

12 points, SCA Band 3, 0.250 EFTSL

| | |
|----------------------------|---|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Anaesthesia and Perioperative Medicine |
| Offered | Alfred Hospital Second semester (Online). Last offering is 2020. |
| Coordinator(s) | Dr Jamie Smart / Dr Simon Hendel |

Quota applies

This unit is quota restricted. Selection is on a first-in, first enrolled basis. For more information please contact Department of Anaesthesia and Perioperative Medicine (<http://www.med.monash.edu.au/cecs/anaesthesia-board/contactus.html>)

Synopsis

The focus of this unit is for the participant to obtain the necessary knowledge and skills in managing the trauma patient in the acute setting, as well as the chronic patient with an acute exacerbation of their disease.

It will focus on strategies to improve the outcome for these patients.

Participants will gain practical knowledge of ventilation strategies and circulatory support strategies.

Outcomes

1. Diagnose and treat patients with a range of chronic medical diseases, with a focus on the perioperative period.
2. Explain various ventilation strategies that assist in improving respiratory outcomes in the acute trauma patient, as well as the patient with chronic lung disease.
3. Justify the rationale for using various fluids (including blood products) to maintain circulatory and nutritional support.
4. Explain the pathophysiological processes that occur in a patient in the setting of acute trauma.
5. Correlate the pathophysiological mechanisms in acute trauma with the patient's clinical signs and symptoms.
6. Formulate a perioperative management plan for patients with complex respiratory conditions
7. Critically review issues relating to retrieval of the acutely ill patient.
8. With appropriate collaboration formulate a defensible/appropriate management plan for an acutely unwell perioperative patient.

Assessment

1. Long Essay (3,000 words) 28%
2. Short Essay (1,000 words) 12%
3. Group Case Discussion (2,500 words per group) 10%
4. 2 x iSAP Cases (1,500 words each at 20% each) = 40% total
5. MCQ Exam (1 hour) 10%

Results will be reported to students and faculty as a **Pass (PGO) / Non-Pass (NGO)** result.

Chief examiner(s)

Professor Paul Myles

Workload requirements

20-24 hours per week of time commitment (on average)

POM5003 - Organ dysfunction 1

12 points, SCA Band 3, 0.250 EFTSL

| | |
|---------------------|---|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Anaesthesia and Perioperative Medicine |
| Offered | Alfred Hospital Second semester (Online). Last offering is 2020. |
| Coordinator(s) | Dr Adam Sutton / Dr Maryanne Balkin |

Quota applies

This unit is quota restricted. Selection is on a first-in, first enrolled basis. For more information please contact Department of Anaesthesia and Perioperative Medicine (<http://www.med.monash.edu.au/cecs/anaesthesia-board/contactus.html>)

Synopsis

Students will gain knowledge of the pathogenesis and perioperative management of patients with endocrine, renal, hepatic, gastrointestinal and coagulation dysfunction. In addition, students will learn to apply basic analgesic principles to the management of patients with perioperative pain problems.

Outcomes

1. Describe the pathogenesis and pathophysiology of endocrine disorders including diabetes, obesity and sleep apnoea, and their impact on the perioperative patient.
2. Formulate an appropriate/effective/suitable/feasible perioperative management plan for patients with endocrine disorders and/or dysfunction.
3. Explain the impact of renal, hepatic and gastrointestinal dysfunction on the patient during the perioperative period.
4. Identify commonly used anticoagulant and antiplatelet agents, understand their pharmacology and justify their use in the perioperative period.
5. Justify the use of thromboprophylaxis during the perioperative period.
6. Recognise the patient with acute, complex acute and chronic pain and correlate their condition to the underlying pathophysiology.
7. Critically evaluate the use of commonly used analgesics and apply these to a management plan.
8. Assess the relevance of the science of genomics to perioperative medicine.
9. Describe the perioperative management of patients undergoing lung resection and the particular problems relating to malignancies in the mediastinum.
10. Identify the key issues associated with Advanced Care Planning and develop a plan for discussing end of life care with patients and their families.

Assessment

1. Long Essay (3,000 words) 28%
2. Short Essay (1,000 words) 12%
3. Group Case Discussion (2,500 words per group) 10%
4. 2 x iSAP Cases (1,500 words each at 20% each) = 40% total
5. MCQ Exam (1 hour) 10%

Results will be reported to students and faculty as a **Pass (PGO) / Non-Pass (NGO)** result.

Chief examiner(s)

Professor Paul Myles

Workload requirements

20-24 hours per week of time commitment (on average)

POM5004 - Organ dysfunction 2

12 points, SCA Band 3, 0.250 EFTSL

| | |
|---------------------|--|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Anaesthesia and Perioperative Medicine |
| Offered | Alfred Hospital First semester (Online). Last offering is 2020. |
| Coordinator(s) | Dr Christine Ball / Dr Jamie Smart |

Quota applies

This unit is quota restricted. Selection is on a first-in, first enrolled basis. For more information please contact Department of Anaesthesia and Perioperative Medicine (<http://www.med.monash.edu.au/cecs/anaesthesia-board/contactus.html>)

Synopsis

Students will gain knowledge of the pathogenesis and perioperative management of patients with infectious diseases, neurological and neuromuscular disorders, high risk obstetrics and psychiatric disorders.

In addition, students will learn to identify the impact of ageing and geriatric care and optimize the management of these patients in the perioperative period.

Outcomes

1. Describe the impact of infectious diseases on the perioperative management of patients and formulate a perioperative management plan for these patients.
2. Recognise the causes of high risk pregnancies and evaluate the rationale for optimum patient outcome for mother and child in these conditions.
3. Explain the pathophysiology of neurological and neuromuscular disorders and formulate a management plan for the perioperative care of these patients.
4. Describe the changes of ageing and geriatric care on physiology and apply this knowledge to formulate a perioperative management plan which addresses these changes.
5. Formulate a perioperative management plan that is appropriate for a patient with psychiatric disorders

Assessment

1. Long Essay (3,000 words) 28%
2. Short Essay (1,000 words) 12%
3. Group Case Discussion (2,500 words per group) 10%
4. 2 x iSAP Cases (1,500 words each at 20% each) = 40% total
5. MCQ Exam (1 hour) 10%

Results will be reported to students and faculty as a **Pass (PGO) / Non-Pass (NGO)** result.

Chief examiner(s)

Professor Paul Myles

Workload requirements

20-24 hours per week of time commitment (on average)

MPH5040 - Introductory epidemiology

6 points, SCA Band 2, 0.125 EFTSL

| | |
|---------------------|---|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Epidemiology and Preventive Medicine Alfred Hospital First semester (Block-On) Alfred Hospital First semester (On-campus) |
| Offered | Alfred Hospital Second semester (On-campus) Alfred Hospital Second semester (Online) |
| Coordinator(s) | Dr Danijela Gasevic / Dr Nazmul Karim |

Synopsis

This unit is taken concurrently with MPH5041, as together they are prerequisites for clinical epidemiology elective units.

Upon completion of this unit students will be able to measure frequencies of disease i.e. incidence, prevalence, "population at risk"; and measure associations in epidemiological studies; different study designs i.e. observational studies, experimental study designs; bias associated with study designs, misclassification, confounding and effect modification. Students will critically appraise different epidemiological studies, apply diagnostic and screening tests, and examine outbreak investigation.

Outcomes

1. explain and contextualise the purposes of descriptive and analytical epidemiology;
2. explain and contextualise the concepts of study questions, population, sampling, exposure assessment, bias and confounding;
3. analyse the strengths and weaknesses of different epidemiological study designs;
4. critically analyse epidemiological papers from the medical research and OHS literature;
5. evaluate the adequacy of exposure assessment in epidemiological studies;
6. interpret and communicate the results of epidemiological studies; and
7. solve complex problems relating to the use of epidemiological concepts and study designs.

Assessment

Development activities (35%)
MCQ (30 minutes) (10%)
Critical appraisal (2100 words) (35%)
Infographic (1 page of graphics) (20%)

Chief examiner(s)

Prof Flavia Cicuttini

Workload requirements

12 hours per week including one-hour weekly lectures for 10 weeks and 10 tutorials (1 hour each).

Off-campus attendance requirements

2 separate compulsory days for block-on students.

Co-requisites

[MPH5041](#) and must be enrolled in a course taught by Department of Epidemiology and Preventive Medicine. Students in other courses require permission to enrol in this unit.

Additional information on this unit is available from the faculty at:

<http://www.med.monash.edu.au/epidemiology/pgrad>

Please Note:

Although units MPH5040 and MPH5041 are co-requisites, students can now enrol into MPH5040 and MPH5041 individually.

However this is not recommended and may make the contact more difficult.

MPH5041 - Introductory biostatistics

6 points, SCA Band 2, 0.125 EFTSL

| | |
|----------------------------|--|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Epidemiology and Preventive Medicine |
| Offered | Alfred Hospital First semester (Distance Education) Alfred Hospital First semester (On-campus) Alfred Hospital Second semester (On-campus) Alfred Hospital Second semester (Block-on) |
| Coordinator(s) | Dr Baki Billah |

Synopsis

This unit introduces students to biostatistics as applied to public health and management studies. Biostatistics is the science of describing, summarising, and analysing health-related data. It is essential to understand biostatistics in order to design, conduct, and interpret health-related research. The basic principles and methods used in biostatistics are covered in this unit. This includes the technical qualifications necessary for analysing and interpreting data on a descriptive and bivariate level.

Topics include classifying health data; summarising data using simple statistical methods and graphical presentation; sampling distributions; quantifying uncertainty in results from a sample; working with statistical distributions; comparing two or more groups/methods using confidence intervals and hypothesis tests (p - values); assessing the association between an outcome and an exposure using the chi-squared test; using risk comparisons (RR and OR); predicting an event or identifying risk factors for an event of interest where the event is measured on a continuous scale or a binary scale (yes/no).

Outcomes

1. Classify data into appropriate measurement types.
2. Present data using relevant tables, graphical displays, and summary statistics, quantify uncertainty in study results.
3. Formulate research hypotheses into a statistical context in public health studies.
4. Estimate quantities of interest and evaluate hypothesis with appropriate statistical methods.
5. Accurately interpret statistical methods and results reported in health publications.
6. Analyse data using a specific software package.

Assessment

Structured written report 1 (1,500 words) (15%)
Structured written report 2 (2,000 words) (30%)
Structured written report 3 (2,500 words) (45%) (Hurdle)
Online test (MCQ) (30 minutes) (10%)

Chief examiner(s)

Associate Professor Andrew Forbes

Workload requirements

Sem 1 - DAY mode: 4 face-to-face contact hours (2 hours lecture and 2 hours tutorial) + 2 hours online guided discussion + 6 hours independent study per week.

Sem 1 - DE mode: 24 contact hours over 3 block days + 2 hours online tutorial + 2 hours online guided discussion + 6 hours independent study per week.

Sem 2 - DE mode: 2 hours online lectures (recorded) + 2 hours online tutorial + 2 hours online guided discussion + 6 hours of independent study per week.

Co-requisites

[MPH5040](#) and must be enrolled in a course taught by Department of Epidemiology and Preventive Medicine. Students in other courses require permission to enrol in this unit.

Additional information on this unit is available from the faculty at:

<http://www.med.monash.edu.au/epidemiology/pgrad>

Please Note:

Although units MPH5040 and MPH5041 are co-requisites, students can now enrol into MPH5040 and MPH5041 individually. However this is not recommended and may make the contact more difficult.

MPH5213 - Research methods

6 points, SCA Band 2, 0.125 EFTSL

| | |
|---------------------|---|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Epidemiology and Preventive Medicine |
| Offered | Alfred Hospital Second semester (Block-on) |
| Coordinator(s) | Alfred Hospital Second semester (On-campus) Prof Anita Wluka |

Synopsis

This unit provides an introduction to the research methods used in observational studies and is designed to help the student develop the practical skills required in the design and assessment of a research project. It covers issues in protocol design, including study type selection, introduction to questionnaire design, sampling methods, and ethics approval. This introduces the student to planning data management and statistical analysis and developing a study budget. An introduction to the role of qualitative research is also covered.

Outcomes

1. pose a research question answerable by observational study methods used to examine public health;
2. design and present a research protocol to answer the stated question using observational study designs;
3. describe and demonstrate how information may be collected from people and transformed into usable data for scientific study;
4. identify, evaluate and communicate when qualitative methodologies may be useful; and
5. demonstrate the ability to participate, work and communicate effectively within a group.

Assessment

Assignment one, up to 1,000 words, excluding references (15%)
Assignment two, up to 3,000 words, excluding references (45%) (Hurdle)
Examination (2 hours and 10 minutes) (40%)
Hurdle
Participation (weekly) – 80% hurdle requirement

Chief examiner(s)

Prof Anita Wluka

Workload requirements

The total workload requirement for this unit is 12 hours of work per week. This incorporates the following:

For option 1 (On-campus learning): 2 hours per week;

For option 2 (Off-campus learning): 15 contact hours over 2 days + OCL (discussion online)

Note: These options are not interchangeable midway through semester.

Prerequisites

Both [MPH5040](#) and [MPH5041](#)

Prohibitions

[MPH5249](#)

Additional information on this unit is available from the faculty at:

<http://www.med.monash.edu.au/epidemiology/pgrad>

MPH5266 - Clinical leadership and management

6 points, SCA Band 3, 0.125 EFTSL

| | |
|---------------------|--|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Epidemiology and Preventive Medicine |
| Offered | Alfred Hospital First semester (Block-on) Alfred Hospital Second semester (Block-on) Alfred Hospital Second semester (On-campus) |
| Coordinator(s) | Dr Peter Bradford |

Synopsis

This Unit will review key leadership, management, and organisation theory and its application to healthcare settings.

It will investigate the role of the manager, leadership skills, staffing issues, clinician engagement, performance management, career management, managing change, structuring organisations for patient care, developing strategy, consumer engagement, change management, and project management.

Outcomes

On completion of this unit students should be able to:

1. Explain the application of complex management theories to the management of health care teams and organisations.
2. Interpret the applicability of research findings to health care management practice.
3. Formulate practical solutions and apply management experience to solve complex health management problems.
4. Demonstrate theoretical and practical approaches to leadership within health services and the importance of clinical engagement.
5. Communicate health care management solutions to specialist and non-specialist audiences.
6. Evaluate the perspectives of health care consumers and other stakeholders in health service planning.

Assessment

Critical reflections (40%) (Hurdle)

Essay (20%) (1200 words)

Report (40%) (2400 words)

Chief examiner(s)

Dr Peter Bradford

Workload requirements

12 hours per week including 2 Block Days of 6 contact hours each

Additional information on this unit is available from the faculty at:

<http://www.med.monash.edu.au/epidemiology/pgrad>

MPH5267 - Principles of health care quality improvement

6 points, SCA Band 3, 0.125 EFTSL

| | |
|---------------------|--|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Epidemiology and Preventive Medicine |
| Offered | Alfred Hospital Second semester (Block-on) |
| Coordinator(s) | Adjunct Associate Professor Margaret Way |

Synopsis

In this Unit students will learn how historical, political & social factors impact on quality measurement in health care; the relationship of industrial and health care quality monitoring; epidemiological and statistical quality measurement principles; the strengths and limitations of current monitoring techniques; different sources of health care quality data; principles of clinical indicator programs; adverse event monitoring, satisfaction surveys and benchmarking; and the relationship between evidence based medicine, clinical practice guidelines and quality improvement. Students will appreciate the complexities in designing, implementing and evaluating quality improvement programs in the clinical setting.

The content aligns well with other management units in the program such as MPH5266 (Clinical Leadership and Management) and MPH5020 (Introduction to Biostatistics and Epidemiology). It is a core unit of the Graduate Diploma and Master of Health Services Management.

Outcomes

1. Describe the factors that have led to a greater emphasis on quality measurement and improvement in health care.
2. Demonstrate an understanding of the tools that are used in quality measurement and improvement, including:
 - o Clinical indicator programs
 - o Adverse event monitoring
 - o Satisfaction surveys
 - o Benchmarking
 - o Evidence based medicine
 - o Clinical guidelines
 - o Quality improvement programs
 - o Accreditation programs
 - o Risk management
3. Apply a knowledge of international quality improvement programs.
4. Contribute to the debate on quality improvement issues - such as public disclosure of quality measures.
5. Design and implement quality improvement programs in the clinical setting.

Assessment

Critical reflections (10 x 240 words) (40% total)
Letter to the editor (600 words) (10%)
Written report (3,000 words) (50%) (Hurdle)

Chief examiner(s)

Adjunct Associate Professor Margaret Way

Workload requirements

15 contact hours over 2 block days
On average 10 hours per week to participate in online tasks and complete assignments

Additional information on this unit is available from the faculty at:

<http://www.med.monash.edu.au/epidemiology/pgrad>

POM5005 - Human factors for patient safety

6 points, SCA Band 2, 0.125 EFTSL

| | |
|---------------------|--|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Anaesthesia and Perioperative Medicine |
| Offered | Alfred Hospital First semester (Online) |
| Coordinator(s) | Dr Stuart Marshall |

Quota applies

This unit is quota restricted. Selection is on a first-in, first enrolled basis. For more information please contact Department of Anaesthesia and Perioperative Medicine (<http://www.med.monash.edu.au/cecs/anaesthesia-board/contactus.html>)

Synopsis

This unit provides an introduction to the science of Human Factors (Ergonomics) and how it applies to the health system and patient care. It introduces key concepts of safety science and how human factors affect organisations and systems at a large scale (also termed Macroergonomics). This unit is only available to students in the Master of Medicine or those with a clinical background.

Outcomes

1. Outline the wide ranging, multidisciplinary nature of human factors engineering and discuss how lessons from other domains have been applied to health.
2. Explain the alignment between incident reporting systems and accident causation models.
3. Explain the concepts of 'Safety II' and 'Resilience' and apply them to an area of health care.
4. Describe how risk perception is affected by psychological, cultural and personal experiences
5. Explain the differences between safety culture and climate and why they are important in clinical settings
6. Apply principles of reporting systems, accountability and organisational learning to the investigation of a failed clinical service.

Assessment

1. Short essay (1500 words) (25%)
2. Literature review (1500 words) (25%)
3. Major essay (3000 words) (50%) (Hurdle)*

* The Major Essay has a threshold hurdle. Students must achieve at least 45% of the marks available for the Major Essay and a minimum of 50% to pass the unit overall. Failure to meet the hurdle requirement may result in failure of the unit.

Chief examiner(s)

Prof Paul Myles

Workload requirements

12 hours per week, broken down into (on average) 6 hours per week for self-directed learning, 6 hours per week teacher-directed learning.

Co-requisites

Must be enrolled in the Master of Medicine or select Medicine Postgraduate courses.

MAP5000 - Research in advanced health professional practice

12 points, SCA Band 2, 0.250 EFTSL

| | |
|---------------------|--|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Anaesthesia and Perioperative Medicine |
| Offered | Alfred Hospital First semester (Flexible) |
| Coordinator(s) | Prof Paul Myles |

Synopsis

This unit is designed to support students to develop or progress a Master's level research proposal for implementation in the post-requisite unit MAP5010 Advanced health practice research project (for the 24 credit point research project). Engagement in this unit will enable students to demonstrate their ability to critique the literature and relevant methodological approaches. It will provide health practitioners with the skills to confidently and successfully conduct professional focused research of interest to them.

Outcomes

1. Synthesise and refine critical arguments in relation to the scientific literature of relevance to the research question.
2. Demonstrate a critical awareness of the moral, ethical and legal responsibilities of scientific investigation.
3. Refine a research question grounded in the critical review of the literature.
4. Justify an appropriate research methodology.
5. Create and refine a rigorous and feasible research protocol that includes data collection methods and participant recruitment procedures.
6. Prepare a submission for ethics committee approval.

Assessment

Literature review (upper limit of 3,500 words - supervisory guidance) (50%) (Hurdle)

Research proposal or methodological chapter (upper limit of 3,500 words - supervisory guidance) (50%) (Hurdle)

Completion of the research integrity module (Hurdle)

Completion of an ethics application (if applicable) (Hurdle)

Assessment strategy is guided by the notional hours of effort approach.

Workload requirements

On-campus and Off-campus:

1 hour per fortnight consultation with supervisor either face to face or electronic, 11 hours per week directed research activities which may include on-line tasks (project dependent), 12 hours per week for self-directed study.

Chief examiner(s)

Professor Paul Myles

Co-requisites

Must be enrolled in a postgraduate program in the Faculty of Medicine, Nursing and Health Sciences.

MAP5010 - Advanced health practice research project

12 points, SCA Band 2, 0.250 EFTSL

| | |
|---------------------|--|
| Level | Postgraduate |
| Faculty | Faculty of Medicine, Nursing and Health Sciences |
| Organisational Unit | Department of Anaesthesia and Perioperative Medicine |
| Offered | Alfred Hospital First semester, Second semester (Flexible) |
| Coordinator(s) | Prof Paul Myles |

Synopsis

MAP5010 is designed to allow students to implement the research proposal developed in the prerequisite unit (MAP5000 - Research in Advanced Health Care Practice). Students will develop skills in gathering data, interrogating it using acceptable analytical processes, and developing an informed and defensible conclusion.

Through an iterative and collaborative intellectual process with their supervisor, students will create either a written research report or a ready-for-submission journal article.

The work will also be presented orally to an academic and professional audience.

Successful completion of MAP5000 and MAP5010 with an overall grade of 70 Distinction or above may permit a student to apply for a graduate research program including the PhD at Monash University.

Outcomes

1. Collect data in accordance with the accepted standards of scientific research, and within the boundaries of any ethics approval.
2. Demonstrate skills in the organisation, analysis and interpretation of data according to accepted scientific research standards.
3. Synthesise critical arguments in relation to the existing literature about the topic.
4. Demonstrate writing skills that meet the academic standards associated with a research-informed investigation.
5. Generate defensible conclusions in respect to the significance of any research findings.
6. Orally communicate and defend research findings.
7. Effectively manage time and resources in a collaborative manner to achieve pre-determined goals.

Assessment

Co-signed revised semester plan, including timeline and goal checkpoints (Hurdle)

Supervisory partnership agreement (Hurdle)

Documented supervisory meetings (Hurdle)

Oral presentation of research findings (20%)

Draft report (Hurdle)

Research report (8000-10000 words) or as a ready-for-submission article prepared for submission to a relevant, peer-reviewed academic publication (80%)

Workload requirements

On-campus and Off-campus:

- One (1) hour per fortnight consultation with supervisor
- 11 hours per week of directed research activities
- 12 hours per week of self-directed study.

Chief examiner(s)

Professor Paul Myles

Prerequisites

Students must have passed **MAP5000**.

Co-requisites

Must be enrolled in a postgraduate program in the Faculty of Medicine, Nursing and Health Sciences.

CPD, ANZCA Scholarship Role and Recognition for Prior Learning

The Master of Medicine has Continuing Professional Development (CPD) recognition with the:

- Australian and New Zealand College of Anaesthetists (ANZCA)

For other CPD recognition please contact your relevant college.

For further information go to <https://master.periopmedicine.org.au/index.php/about-course/rpl-cpd>

ANZCA Scholarship Role

The ANZCA scholarship role chair has confirmed the following fall into the areas of research methodology, teaching or learning theory or administration or managerial skills:

- MPH5213 - Research methods
- MPH5040 - Introductory epidemiology
- MPH5041 - Introductory biostatistics
- MPH5266 - Clinical leadership and management
- MPH5267 - Principles of health care quality improvement

ANZCA Trainees however will need to demonstrate that their proposal will have at least 100 hours devoted to the minimum criteria in order to satisfy the requirements for Option B of the ANZCA scholarship role.

Please note that the clinical core units (POM5001 to POM5004) are clinical teaching units, and as such, do not qualify for the ANZCA scholarship role. Only the elective units count towards the scholarship role.

More information on the ANZCA scholarship role can be found by clicking here <http://www.anzca.edu.au/training/2013-training-program/scholar-role-training>

Recognition for Prior Learning

For students who would like to seek credit towards the Masters Elective Units, you will need to complete a Credit Application Form.

Further information on applying for credit, including the form to complete, can be found here <http://www.monash.edu.au/admissions/credit/>

You can list all of the units which you are applying for credit in the one form. Then email the completed form to med-periopmedicine@monash.edu which will be sent for review to elective unit coordinators.

Student Email Account

It is University Policy that all correspondence to and from students must be from their Monash Student Email account. It is the responsibility of each student to ensure that they check their Monash email account on a frequent and regular basis.

Student's requests can only be actioned from their Monash email account.

You may choose to redirect your student email to your personal (non-Monash) account. You can find further information about forwarding your email by following instructions in the link below:

<https://master.periopmedicine.org.au/images/HelpDocs/fmhns-how-to-forward-emails.pdf>

POM Unit Assessments

Please review each Unit's handbook description and the Master of Medicine Website for details on assessments.

In-Semester Assessments

Assessments to be included in the semester teaching period include essays, short essays and collaborative online group case discussions.

Group Case Assignment

What is a Group Case Assignment?

Perioperative Medicine is about collaboration with clinicians from various specialties in order to effectively manage a patient.

The Group Case Assignment is about collaborating with our colleagues to complete an assignment and, where applicable, formulate a management plan.

How will the Group Case Assignment work?

Students will be divided into groups of five students.

Each group will have 5 questions to answer. Your task is to divide up these questions amongst yourselves and answer the assignment (using Google-DOCS) as a group.

At the time each Group Case Assignment is enabled, you will receive an email which contains a link to the Google Docs Group Assignment. Your group will be automatically assigned.

Please note that this email only gets sent to your Monash Student email account.

You may also meet amongst yourselves if you so wish.

NO STUDENT IS ALLOWED TO ANSWER ANOTHER STUDENT'S QUESTION UNTIL THE STUDENT WHO HAS BEEN ASSIGNED THE QUESTION HAS HAD A CHANCE TO ANSWER.

Thereafter, other students may contribute to that question.

How to access your Group Case Assignments

Group Case Assignments can be accessed via Google-DOCS. Please refer to the Master of Medicine website for more information as to how Google-DOCS works.

How will the Group Case Assignments be marked?

You will not be able to access the Group Case Assignment after the Assignment deadline. You will be marked as a group using the Pass / Non-Pass system by the Unit coordinator.

All students are to collaborate and contribute equally to all group discussions and assessments. If a student feels another student is not participating fairly, an email can be sent to the Unit Coordinator notifying of the situation. It will be up to the Unit Coordinator to investigate further and deduct marks where appropriate.

If a student fails to answer their question for the group, those members of the group that have contributed their question and answer will be marked whilst that student will be given a non-pass grade.

What are the due dates for the Group Case Assignments and for what percentage does each one count?

Due dates for each assignment are on the Master of Medicine website. Depending on the unit, each Group Case Assignment will count for between 6 and 9 percent of the final mark for the Unit.

How will Group Case Assignment feedback be given?

Group Case Assignment feedback will be given approximately four weeks after the submission due date. Results will be given as a Pass / Non-pass.

POM Unit Marking Guidelines and Assessment Layout

Assessment Coversheet

In accordance with the University's new Academic Integrity, Plagiarism and Collusion policy and procedures all non-examination assessment must be submitted with a signed Assessment Coversheet. The Faculty coversheet has been updated in line with the new policy and procedures and will be provided as a template on the Master of Medicine website when you submit your assignment.

By signing the Assessment coversheet you are agreeing the University's procedures and policies pertaining to Plagiarism, Collusion and Client/Patient Confidentiality.

Writing, Citing and Referencing

All submitted work should be of a high academic standard, appropriate for the Master degree level. Therefore:

A high level of writing style and clarity is expected. Some bullet points may be acceptable but only in small sections.

Candidates are expected to know how to appropriately cite references. If you do not please seek advice from the Monash library. **As a registered student, you have access to freely provided citation software.** Contact the library at <http://monash.edu/library/index.html>. Further information on citing and referencing, and writing skills and tips at <http://www.monash.edu.au/lls/llonline/>.

The answers should be a balanced discussion with evidence—based comments, reflecting a review and some critical appraisal of the appropriate literature.

Assessment must be submitted with the following layout:

- **body of text, then tables and diagrams, then references**

Monash University adopts the Vancouver style of citation, followed by most biomedical journals. More information on this citation style is available through the Master of Medicine website or through the library.

Penalties and Deduction of Marks

Answers are expected to be within 10% of the word count. Monash marking criteria stipulates deductions of marks for major deviations from the word count in either direction.

Answers are expected to be submitted on time and with the appropriate cover sheet. If information is not provided on the cover sheet, we have no evidence of who actually wrote the answer, other than the Monash email address used to submit the assessment.

10% deduction of marks will occur for EACH of the following:

- Incorrect submission of assessment
- Not attaching the Monash University Policy Assessment Coversheet
- Not referencing appropriately
- Over the word count
- Incorrect assessment layout

Late Assessment Submission Policy

For all assessment items handed in after the official due date, and without an agreed extension, a 10% penalty applies to the student's mark for that assessment item for the first day (or part thereof) after the due date of submission. After that, a subsequent penalty of 10% per day (or part thereof) will be applied for each day after the due date (including weekends, and public holidays).

- 10% per day deduction of marks and after a week zero marks given.

Assessment criteria for POM5001-POM5004 are given over the next three pages.

Word Count Guidelines

Preamble

These Word Count Guidelines are pursuant to the overarching word count policy <http://www.med.monash.edu.au/policies/assessment-word-limit-policy.html>.

Purpose

The Word Count Guidelines are designed to highlight issues relating to what is reasonably included in a word count.

Word Counts

The purpose of a word count is to give all students, across the Faculty of Medicine, Nursing and Health Sciences, an indication of the maximum number of words to be used in any written work. This will also indicate to the student the amount of work expected and how much detail is required. It is also helpful in giving students an awareness of how much time to allocate to one piece of assessed work in relation to others. Being able to write in a specified word limit is a powerful skill in both the professional and academic setting. Word counts within the faculty are set to an appropriate limit and are matched to assessment outcomes for individual units.

The Monash Policy listed above states that a student is permitted to submit an assessment item 10% over the stated word limit, however, if the assessment item exceeds 10% the additional content will not be read by the examiner (excludes tables, appendices and references). Students are required to submit the word limit of their assessment item upon submission.

What should a word count include?

In most cases any text within the body of a text are counted as part of the word count for assessment purposes. The marker of the assessment will include all words from the introduction through to the conclusion.

In some cases the assessment task may require a writer to use diagrams, tables, maps, and/or visual images. These may be placed in an appendix or at appropriate points in the essay. These should be labelled as appropriate and as indicated in assignment instructions. All visual material should be captioned appropriately and clearly. In this case the captions should not count towards the overall word count, unless otherwise specified in the assignment directions.

A word count does not include the following:

- Title/question page
- Contents page (if required)
- In-text referencing (used to list author, date, year and page numbers) Eg...the results were inconclusive (Hawkins, 2003).
- Reference list or bibliography
- Footnotes that are used to list author, date, and page numbers
- Appendices
- Tables
- Figures and legends

The word count should include:

- Headings
- Sub-headings
- In-text citations (refer to in-text citation information below)

Title Pages, Abstracts and Summary Pages

At times it may be necessary to have a title page, abstract or summary page. These items should not be included in the word count. In some cases an abstract or summary page may have their own word count, however, this is rarely added to the word count for the rest of the assessment.

Headings and Sub-headings

The word count includes all words within the body of the assessment task as stated above. Headings and sub-headings are included in the body of a text and are acceptable as part of a word count.

Data, Tables and Graphs

In some cases the assessment task may require a writer to use diagrams, tables, maps, and/or visual images. These may be placed in an appendix or at appropriate points in the essay. These should be labelled as appropriate and as indicated in assignment instructions. All visual material should be captioned appropriately and clearly. In this case the captions should not count towards the overall word count, unless otherwise specified in the assignment directions.

An appendix is not the place to argue or make your point clear and therefore they should not contain anything other than captions or writing that is imperative to understanding the diagram. Unless otherwise clearly stated in the unit handbook appendices should not be included in the word count.

In-text citations

An in-text citation is used in two ways; a direct quote or a paraphrase of someone else's work. When an In- text citation falls within the body of the work it is usually included in the word count.

- **Direct Quotes**

Direct quotes are included in the word count as they are in the body of the assessment. University writing requires that a paper should be written in the student's own words, however, direct quotes can be used if the student has good reason to use them. Depending on the type of assignment a direct quote can support an argument and be used to show that an authority supports your point. Direct quotes should be used very sparingly and therefore should not account for a large amount of the word count. If there is overuse of direct quotes Turnitin will pick up the similarity and flag as potential plagiarism.

- **Block Quotes**

Block quotes are used for quotes that are generally over 40 words. Block quotes should be discouraged and students should be encouraged to reduce the quote into smaller portions of the text to incorporate their own voice. When block quotes are overused it generally gives the impression that the writer is trying to fill out a paper to meet a word count.

While they are acceptable to use they should be avoided by the student and paraphrased or summarized into smaller in-text citations or direct quotes.

Footnotes

Much like appendices footnotes are not normally included in the word count. Generally, footnotes should only be used to give citation information. At times other brief information may be required but this should be kept to a minimum. Sometimes there may need to be a more extensive explanation within a footnote provided it is necessary. In this case a footnote could be included as additional words in a word count. Word does not include footnotes in the final Word count.

Appendices

Appendices may only be necessary in some assessment tasks. If appendices are being used they should be kept to a minimum and only used if and when they support the argument the writer is trying to make. Appendices are not the place to argue your point and therefore should not contain a lot of words. Materials and writing in the appendices should not be included in the final word count. Unless otherwise clearly stated in the unit handbook appendices should not be included in the word count.

References

References should not be included in the word count. A reference list or bibliography that is required for an assessment task is not included in the word-count, but will be assessed for accuracy and consistency.

References

- Assessment Word Limit Policy. (2017). *Med.monash.edu.au*. Retrieved 11 May 2017, from <http://www.med.monash.edu.au/policies/assessment-word-limit-policy.html>.
- Robinson, D. (2017). *Calculating your word count - College of Humanities Intranet - University of Exeter*. *Intranet.exeter.ac.uk*. Retrieved 11 May 2017, from https://intranet.exeter.ac.uk/humanities/studying/taughthandbook/assessment/word_count/.
- Sheffield, U. (2015). *Word Limits - Preparation - Undergraduate - Current Students - History - The University of Sheffield*. *Sheffield.ac.uk*. Retrieved 11 May 2017, from https://www.sheffield.ac.uk/history/current_students/undergraduate/preparation/wordlimits.
- Word Count. (2017). Retrieved 11 May 2017, from <http://www2.le.ac.uk/departments/politics/distance-learning/current-students/MADL-E-tivity-submission-form/word-count>.
- Zucker, I. & Hugman, R. (2015). *School of Social Sciences Referencing Guide*. *UNSW School of Social Sciences UNSW Arts & Social Sciences*. Retrieved 11 May 2017, from https://socialsciences.arts.unsw.edu.au/media/SOSSFile/SoSS_Referencing_Guide_v2_2015.pdf.

Group Case Assignment Marking Guide

All Group Case Assignments will be marked as a Pass or Non-Pass

| Criteria | Marks | | | |
|--|--|--|--|---|
| | <5 | 5-10 | 11-15 | 16-20 |
| Collaboration | Insufficient evidence | Collaboration permits communication | Collaboration facilitates communication | Collaboration enhances communication |
| Academic writing | Insufficient evidence | Technical aspects of writing permit communication | Technical aspects of writing facilitate communication | Technical aspects of writing enhance communication |
| Literature Review and Acknowledgement of Information Sources | Insufficient evidence | Matches evidence to the answer. Information sources evident but not correctly cited | Uses evidence to support the answer. Information sources cited to support evidence | Considers the robustness of the evidence to support the answer. Information sources cited to facilitate the evidence |
| Knowledge and Critical Appraisal | Insufficient evidence | Knowledge level consistent with studying the course notes. Little evidence of critical appraisal | Knowledge level consistent with reading beyond the course notes, with some evidence of critical appraisal. | Knowledge level consistent with reading and critically appraising a wide range of sources |
| Perioperative Medicine Perspective | Insufficient evidence | Perioperative Medicine perspective permits communication | Perioperative Medicine perspective facilitates communication | Perioperative Medicine perspective enhances communication |
| | A student at this level is not meeting the learning objectives | A student at this level is close to reaching learning requirements for a Masters course | A student at this level is meeting all the learning objectives for a Masters course | A student at this level is obtaining the full benefit of a Masters course, becoming proficient in all the learning objectives |

Essay/Short Essay Question Marking Guide

All essays will be marked as a Pass or Non-Pass

| Criteria | Marks | | | |
|--|--|--|---|---|
| | <5 | 5-10 | 11-15 | 16-20 |
| Organisation | Insufficient evidence | Organisation permits communication | Organisation facilitates communication | Organisation enhances communication |
| Academic Writing | Insufficient evidence | Technical aspects of writing permit communication | Technical aspects of writing facilitate communication | Technical aspects of writing enhance communication |
| Literature Review and Acknowledgement of Information Sources | Insufficient evidence | Matches evidence to the answer. Information sources evident but not correctly cited | Uses evidence to support the answer. Information sources cited to support evidence | Considers the robustness of the evidence to support the answer. Information sources cited to facilitate the evidence |
| Knowledge and Critical Appraisal | Insufficient evidence | Knowledge level consistent with studying the course notes. Little evidence of critical appraisal | Knowledge level consistent with reading beyond the course notes, with some evidence of critical appraisal | Knowledge level consistent with reading and critically appraising a wide range of sources |
| Perioperative Medicine Perspective | Insufficient evidence | Perioperative Medicine perspective permits communication | Perioperative Medicine perspective facilitates communication | Perioperative Medicine perspective enhances communication |
| | A student at this level is not meeting the learning objectives | A student at this level is close to reaching learning requirements for a Masters course | A student at this level is meeting all the learning objectives for a Masters course | A student at this level is obtaining the full benefit of a Masters course, becoming proficient in all the learning objectives |

Plagiarism

Monash University policy

All work submitted for assessment must be the student's own work. Sources of the work of others must be acknowledged in full. Plagiarism is an attempt to obtain undeserved academic advantage. Students suspected of plagiarism will be given the opportunity to explain their plagiarism in the company of their lecturer and the course coordinator. If the course coordinator believes that plagiarism has occurred, students will normally receive no marks at all for the piece of work concerned. Cases of deliberate plagiarism will be dealt with in accordance with the university's discipline statute.

Monash University's Plagiarism Policy states:

Plagiarism detection software, Turnitin, must be used for every student's assessment submissions. The similarity score should not exceed 15% (excluding referencing).

You agree that by electronic submission of your assignments that you have followed university policy. This is stated on the automated coversheet as well as a required tick box for the online submission system.

For further information on Monash University Plagiarism
<http://www.monash.edu.au/lls/llonline/writing/general/plagiarism/index.xml>.

Appears below

Turnitin Plagiarism Audit

All students will have a plagiarism audit performed through Turnitin plagiarism detection software, on all their assessments during the semester.

Students enrolled at the postgraduate level will be permitted **ONE** submission attempt.

If the assessment exceeds a similarity score of 15% (excluding referencing), the student's assessment will be reviewed for Plagiarism and potentially reported to the Faculty of Medicine.

More information on the Faculty of Medicine plagiarism policy:
<http://www.med.monash.edu.au/current/plagiarism.html>.

IT Requirements

The master of medicine is a largely distance based course. Online learning plays a major role in your study of the subjects. As such, it is vital to verify that you have the required computer software and Internet access so you can best review the material.

Access to the Masters Course Study content will only be available to enrolled students during the Semester to which the Unit is being completed. Following conclusion of the applicable semester, access will be closed.

Minimum IT Requirements

An **Internet browser** that is less than 2 years old

- Mozilla Firefox – Version 52.0 or greater
- Google Chrome – Version 63.0 or greater
- Microsoft Edge – Latest version
- Apple Safari – Latest version

A broadband Internet connection. Please ensure that your broadband speed is sufficient to play back the test video. This will ensure that you can review the video content as required.

We strongly advise against using mobile broadband (e.g. 3G, Edge or 4G connections) as online streaming uses a large amount of broadband data.

You may rapidly exceed your monthly data allowance and experience significant issues with playback if you use this method of connecting to the master of medicine website.

Adobe Acrobat Reader. This is installed by default on most computers and tablet devices.

Please note that for Mac users, the inbuilt preview application may not display proper formatting. The reading content is in Portable Document Format (PDF) and has features of relatively recent PDF standards. Hence, older PDF readers will be incompatible or display incorrectly. Please ensure you have a PDF reader installed if this is not on your system. Adobe Acrobat reader is free of charge and can be installed on a variety of systems.

A word processor. We support word processors up to 10 years old. Any word processor that can view and edit .docx files will be able to be used as part of the masters.

Please note that Microsoft Office 2003 is not supported.

Suggested word processing applications are:

- Microsoft Word 2010 for Windows
- Microsoft Word 2013 for Windows
- Microsoft Word 2008 for Mac
- Microsoft Office 2011 for Mac

What if I don't have Microsoft Office?

There are a variety of free word processors available that can edit documents that are compatible with the course. Examples include OpenOffice, LibreOffice and NeoOffice. This can be downloaded and installed free of charge and will work on Mac and PCs.

Note that submission of documents must also be in the .docx format. Some proprietary formats (e.g. Apple iWork Pages) can read .docx files but can only save in the proprietary Pages format.

Why am I required to install newer software as part of this course?

Many features of the site will not function with older Internet browsers or software. Much of this has to do with compatibilities, changes in standards and improvements in software. Older software is prone to Malware infection and computer viruses. We promote recent software in the same way that we would promote keeping your car serviced. Regular updates and checks prevent longer-term maintenance issues.

I have a tablet device. Can I use it?

The course content is designed to be reviewed on PCs, notebooks and tablet devices. It will function on the following devices:

- Apple iPads
- Android based Tablets

Please note that one of the requirements for POM5001-5004 is online group case discussions. These utilise Google Docs as an online sharing tool.

Google Docs has an iPad and Android application that should be installed on your tablet device to fully take advantage of the online sharing aspects of the units.

Whilst you can access the document on your tablet without the application, you will miss several features that will enhance your experience. We strongly advise the installation of the application if you wish to use your tablet device.

I am unsure if my IT requirements meet the minimum standards. Can I get some help?

Please contact Dylan (03 9903 0521) during business hours (AEST Monday 9:00 AM – Friday 5:00pm) and we will endeavour to help you.

I can't play the videos at work?

Unfortunately many hospitals bar the streaming of online videos on workplace computers. If you can provide us contact details of your IT hospital helpdesk, we can attempt to contact them on your behalf. However, ultimately the decision to allow streaming video at your work depends on your employer. We recommend that you access most of the content from your personal system.

I'm confused about using the website – can I get help?

There are a number of videos on the website that can illustrate how to go about submitting your assignments, participating in the group case discussions and navigating the website. Please ensure you watch these, as they should answer the majority of your questions.

If you are still unsure, please feel free to contact us.

Helpful Documents and Further Information

Admissions and Web Enrolment System (WES) guides

For information on Admissions for a domestic postgraduate student

<http://www.adm.monash.edu.au/admissions/postgrad/domestic-applicants.html>.

For information on accepting your offer and enrolling into Units

<http://www.monash.edu.au/enrolments/first-time/domestic/decide-offer.html>.

Special Consideration

Monash University allows an extension if participants apply for Special Consideration and meet the policy criteria.

For information on the Policy refer to <http://www.monash.edu.au/exams/special-consideration.html>.

To Apply

<https://connect-forms.apps.monash.edu/students/special-consideration/new/>

Deferment

The University allows you to defer your course for up to 12 months.

Further information on Deferring can be found at

<http://www.adm.monash.edu.au/admissions/defer.html>.

To Apply

Please contact [Monash Connect](#)

Intermission

Once you have started your course you may choose to apply for study leave.

Further information on Intermission can be found at

<http://www.monash.edu.au/enrolments/change/intermission.html>.

To Apply

Please contact [Monash Connect](#)

Discontinuation

If you are sure you want to discontinue from your course entirely, you need to apply for course discontinuation.

Further information on Discontinuation can be found at

<http://www.monash.edu.au/enrolments/change/discontinue-course.html>.

To Apply

Please contact [Monash Connect](#)

Semester dates <https://www.monash.edu/students/dates/summary-dates>.

Census dates and teaching periods <https://www.monash.edu/enrolments/dates/census>.

Contact Details

Please contact the applicable Administration team member before contacting the Unit Coordinators

Core Unit Administration and POM5005:

Ms Catherine Pound
Course Administrator
med-periopmedicine@monash.edu (03) 9903 0321

Mr Dylan Kodituwakku
IT Administrator and Technical Assistance
dylan.kodituwakku@monash.edu (03) 9903 0521

Core Unit Coordinators

POM5001 Perioperative management of the cardiac patient (semester 1)

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Dr Stuart Hastings - s.hastings@alfred.org.au

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