

POLI ESCOLA SUPERIOR SAÚDE TÉCNICO GUARDA	SUBJECT DESCRIPTION	MODELO PED.015.03
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Course	Nursing					
Subject	Fundamentals of Nursing					
Academic year	2023/2024	Curricular year	1st	Study period	2nd semester	
Type of subject	Compulsory	Student workload (H)	Total: 175,5	Contact: 115	ECTS	6,5
Professor(s)	Agostinha Esteves de Melo Corte (Class A e B) Ana Elisabete Borges dos S. Barbosa Lopes (Class B) Márcia Leandro Ferreira Santos (Class A e B) Maria João Almeida Nunes (Class A) Paulo Jorge Lopes Matos (Class B) Ricardo Manuel Fonseca Santos (Class A)					
<input type="checkbox"/> Area/Group Coordinator <input checked="" type="checkbox"/> Head of Department		(select)	Paulo Jorge Lopes Matos			

PLANNED SUBJECT DESCRIPTION

1. LEARNING OBJECTIVES

- Know the different technical procedures in nursing care;
 - To plan, theoretically based, the different technical procedures in nursing care;
 - Know the essential safety measures in the preparation and administration of medicines;
 - Use, in practical cases, a rationale that allows it to correlate and to base the most indicated nursing interventions;
 - Conduct ongoing research in technical and specialty books and in international evidence-based medicine databases.
- Regulations and References: Ministry of Health; Order of Nurses; World Health Organization.

2. PROGRAMME

- Hospital Hygiene (IACS)
- Collection of specimens for analysis
- Assessment of Vital Signs
- Evaluation of Capillary Glycemia
- Care of ventilation and oxygenation
- Special care with enteral feeding - Nasogastric intubation
- Special care with bowel and bladder elimination - enema and bladder catheterization
- General principles of preparation and administration of medicinal products
 - The. Preparation and administration of medicaments by routes: intradermal, subcutaneous, intramuscular, intravenous.
 - Preparation and administration of medicaments by the routes: oral and topical (sublingual, nasal, ophthalmologic, otological, skin, rectal and vaginal)
 - Drug distribution systems: unit dose distribution method
- Body mechanics
 - The. Phenomena in the field of motor activity
- Mobilizations

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- b) The. Perform joint exercises technique (passive)
- c) Perform / Instruct joint exercises technique (active and active-assisted)
- d) Fixed Assets

11. Placements

- a) The. Perform technique of different placements

12. Patient transfer

- a) The. Transfer from bed to chair and vice versa

13. Walking aids

- a) The. Walking stick
- b) Walker
- c) Crutches
- d) Wheelchair

14. Patient's unit and therapeutic environment

- a) The. Reception of the patient in the hospital unit
- b) Hygiene and patient care / patient / dependent care

15. Execution of wound treatment

- a) The. Perform wound treatment
- b) Remove suture material
- c) Therapeutic options according to the wound typology

16. Technical execution of ligatures

- a) The. Perform ligation technique: Hippocrates helmet; ligation of an amputation stump; posterior cross; Gerdy or Velpeau; Robert Jones

3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES

The Curricular Unit Fundamentals of Nursing addresses content such as: Introduction to hospital hygiene and the entire process of preventing HAIs and sterilization; care with ventilation and oxygenation; assessment of vital signs and assessment of Capillary Glycemia; collection of specimens for analysis; care with ventilation and oxygenation; special care with enteral feeding and nasogastric intubation technique; special care with bowel and bladder elimination - enema and bladder catheterization contributing to the acquisition and development of fundamental knowledge for reflection and understanding of the importance of nursing in providing quality and differentiated care.

It also addresses content on the preparation and administration of therapy by different routes; concepts about body mechanics, mobilizations, positioning and walking aids; patient unit and therapeutic environment; choice of therapeutic options depending on the type of wound; application of bandages. Contributes to the acquisition and development of fundamental knowledge for reflection and understanding of the importance of nursing in providing quality and differentiated care, in order to allow the student to mobilize, select and integrate in situations of providing nursing care to the individual, family and community in different contexts.

4. MAIN BIBLIOGRAPHY

Cancela, C. (2012). Manual ELCOS- Material de Penso 2012- 2013. ELCOS – Sociedade de Feridas.
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Elkin, M., Perry, A. e Potter, P. (2005). Intervenções de Enfermagem e Procedimentos Clínicos. 2ª ed. Loures: Lusociência, ISBN 972-8383-96-7.

Ferreira, M.C; Ferreira, M. (2018). Intervenções e procedimentos em Enfermagem. Lidel. Lisboa. ISBN 978-989-752-326-7.

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Ordem dos Enfermeiros (2013). Guia orientador de boas práticas cuidados à pessoa com alterações da mobilidade - Posicionamentos, transferências e treino de deambulação. Cadernos OE, Série I, nº7.

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Potter, P. A.; Stockert, H. (2018). Fundamentos de enfermagem. 9ª edição: Elsevier. ISBN 9788535287011.

Phipps, W. J.; Sands, J. K. e Marek, J. F. (2003). Enfermagem Médico Cirúrgica – Conceitos e Prática Clínica - Volume IV. Loures: Lusociência.

Raposo, T. (2017). Guia Prático de preparação e administração de terapêutica parentérica e entérica. Loures. Lusodidacta. ISBN 978-989-8075-78-9.

Seeley, R. R., Stephens, T. D. e Tate, P. (2001). Anatomia e Fisiologia (3ª edição). Loures: Lusodidacta.

Veiga, A; et al (2011). Manual de normas de Enfermagem- Procedimentos Técnicos. ACSS. Ministério da Saúde. 2ª ed. Lisboa.
acedido http://www.acss.min-saude.pt/publicações/Recursos Humanos/Manual_Enfermagem_2011/Manual%20de%20Enfermagem.pdf.

Note: Throughout the teaching sessions it will be possible to provide some additional bibliography, according to the specific approach of the different thematic, in order to supply the students' needs and doubts.

5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

The curricular unit was developed based on face-to-face teaching, seeking to promote the use of active methodologies consistent with the objectives and expected learning outcomes, in which the professors who taught in this UC assume the role of facilitators and guides of learning and gauges of acquisition of competences by the student, and he must assume himself as the main responsible for his own learning process, using research and reflection strategies. The strategies consisted of expository/participatory teaching sessions, viewing explanatory films of some technical procedures using audiovisual means to reinforce the exposure and thus facilitate the understanding of the contents. The teaching/learning strategies of the curricular unit were the strategies defined for each type of content and typology of hours, as presented.

Diversified strategies are used, which go through continuous and formative assessment that will include participation and involvement in different classes, as well as in exercises and techniques for applying knowledge. It will be assessed by asking questions, in a test format for theoretical and practical classes, about the content taught. The elaboration of individual and/or group work for theoretical and practical classes, presentation and debate in the classroom, will complement some themes if the teacher agrees with the students and considers it appropriate. The contents taught in laboratory practice classes will be

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evaluated throughout them and according to the attached grid “Grelha e Critérios de Avaliação de Prática Simulada, em Contexto de Práticas Laboratoriais”.

In the assessment, the principle of continuous assessment is adopted, including the completion of a written test of knowledge assessment, quoted for 20 values, and the assessment of the PL will be assessed throughout the classes and at the end through simulated practices individually or in small groups, quoted for 20 values.

In continuous assessment, the final classification of the curricular unit results from the weighted arithmetic average of the classification obtained in the written knowledge assessment test -TP- (60%) and in the Laboratory practices -PL- (40%).

The approval of students in the curricular unit is conditional on obtaining a minimum classification of 9.5 values and is conditioned on the obligation to carry out all evaluation moments.

In all omitted cases, the internal regulations in force at ESS-IPG and the specific legislation in force apply.

6. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

The use of active methodologies, in which the teacher assumes the role of facilitator and guide of learning and gauges the acquisition of skills by the student and in which the student assumes himself as the main responsible for his own learning process, using strategies of investigation and reflection.

7. ATTENDANCE

1. The theoretical-practical, practical, laboratory and seminar contact hours of each curricular unit are compulsory, with a limit of 25% of the number of hours allocated in the study plan. Theoretical-Practical and Laboratory Practice classes are mandatory, with a maximum number of absences of 29 hours (115*0.25 hours).

2. For the purposes of marking absences, the academic session scheduled in the timetable is considered as the standard unit.

3. Students who exceed the number of absences allowed for a curricular unit fail that curricular unit, and cannot take periodic assessment tests or final exams in the respective academic year.

4. In addition to the foreseen limit of absences, special situations of impediment will be considered, on a case-by-case basis, and absences of up to 50% may be waived, upon a reasoned request from the student addressed to the Director of the School.

5. As long as the student has complied with the attendance regime in the first registration as established in the previous paragraphs, in the second and subsequent registrations, the student is not obliged to comply with the attendance regime or mandatory presence.

Absences must be justified on a specific form, signed by the teacher of the curricular unit, delivered to the Academic Services within 5 working days after the absence.

For students with any of the special statutes provided for by law, regulation no. 134/2011 of the Polytechnic Institute of Guarda, published in the Diário da República, 2nd series, no. 36, of February 21, 2011, will apply, pages 8909 to 8915. This curricular unit applies the attendance regime established in Article 4 of Regulation no. 374/2014 (Specific Regulation of the Nursing Course — 1st Cycle).

Given the number of students and complying with the guidelines approved for the distribution of teaching services in theoretical-practical classes, the class will be divided into 2 groups and for Practical and Laboratory classes, the class will be divided into 4 groups.

For students covered by Regulation No. 134/2011 Regulation of Special Statutes, the provisions of the law apply.

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8. CONTACTS AND OFFICE HOURS

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9. OTHERS

It is expressly prohibited the collection of sound and image as well as their sharing on social networks.

Table 1- Distribution of teaching hours and typology for each teacher in the Curricular Unit of Fundamentals of Nursing – **Class A**

Professor	Program content	Hours and typology	ECTS
Prof. Agostinha Corte	15	TP-8x2=16; PL-10x4=40 Total (56 h)	1,00 (3,5val.)
Prof. Márcia Santos	2, 3, 4, 5 e 8	TP-11x2=22; PL-20x4=80 Total (102 h)	2,00 (6 val.)
Prof. Maria João Nunes	6, 7 e 16	TP-23x2=46; PL-17x4=68 Total (114 h)	2,00 (6 val.)
Prof. Ricardo Santos	1, 9, 10, 11, 12, 13 e 14	TP-10x2=20; PL-16x4=64 Total (84h)	1,50 (4,5 val.)

Table 2- Distribution of teaching hours and typology for each teacher in the Curricular Unit of Fundamentals of Nursing – **Class B**

Professor	Program content	Hours and typology	ECTS
Prof. Agostinha Corte	15	TP-8x2=16; PL-10x4=40 Total (56 h)	1,00 (3,5val.)
Prof. Ana Barbosa	2, 3, 4, 5 e 8	TP-11x2=22; PL-20x4=80 Total (102 h)	2,00 (6 val.)
Prof. Paulo Matos	6, 7 e 16	TP-23x2=46; PL-17x4=68 Total (114 h)	2,00 (6 val.)
Prof. Márcia Santos	1 9, 10, 11, 12, 13 e 14	TP-10x2=20; PL-16x4=64 Total (84h)	1,50 (4,5 val.)

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DATE

26 de fevereiro de 2024

SIGNATURE

Head of Department signature

Head of Department

(signature)