

Division of
Emergency Medicine

**Post-Graduate Diploma in
Emergency Care**

2021



Post-Graduate Diploma in Emergency Care

Programme Outline 2021

AIM

This fully online course has been designed for doctors, nurses and paramedics who want to gain knowledge in emergency care. The primary purpose of the Post Graduate Diploma in Emergency Care is to equip healthcare professionals with theoretical, clinical, research and management skills that enables the promotion of evidence-based emergency care across the continent. The course is designed to focus on the African emergency care contexts.

The course caters for paramedics, nurses and doctors that are involved in emergency care. Please note that the course provides clinical theory, but there is no practical clinical requirement – that is assumed from your prior experience and current workplace.

The course is ideal for busy emergency care workers who due to high patient loads and geographical distances are unable to access traditional educational methods. Working online, you can access your coursework on your laptop, tablet or mobile phone.

The course requires no travel and there are no face-to-face sessions, allowing you to work in a flexible study schedule whilst fulfilling personal and professional obligations. The course can serve as a bridge to the MPhil programme in Emergency Care.

PROGRAMME COMPOSITION

Mode of delivery: This is a fully online course

Minimum time for completion: One year

Number of credits: 120 credits, and each subject/course has different credits

Each credit equals one notional hour, and one notional hour equals 10 hours of work for the average student

Note that this is a one-year full-time programme, the University considers full-time study to be a 40-hour a week programme.

There are six courses in the diploma which you will undertake with the expert guidance of dedicated lecturers, providing contextually relevant information, and a collaborative online learning environment with interdisciplinary colleagues from around South Africa and the rest of the continent.

The courses are

- Introduction to Postgraduate studies
- Concepts in Emergency Care
- Adult Emergency Medicine
- Child Health in Emergency Care
- Leadership and patient safety
- Research literacy

ADMISSION REQUIREMENTS

The PG Diploma in Emergency Care is open to doctors, nurses and paramedics who hold a minimum of an NQF 7 Degree.

Candidates must have at least one year's experience working in an emergency care clinical health professional setting.

Candidates with extensive experience but do not hold an NQF 7 Degree (e.g. CCA) may be considered as part of the Recognition of Prior Learning (RPL) process of the Health Science Faculty. Applicants who wish to be considered on the basis of RPL will be required to submit

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a personal portfolio reflecting, amongst others, their experience in the field of emergency care, and any relevant work experience and past attendance of relevant short courses or courses for which they may have obtained certificates of diplomas. Assessment to identify critical thinking skills in writing and reading may be conducted.

Applicants must be registered with the relevant South African professional body (such as the HPCSA or Nursing Council) or equivalent and should preferably be working in an emergency care environment.

Applicants must be able to converse and write in Medical English.

Applicants must pass a basic computer literacy examination provided by the Division upon shortlisting.

It is strongly encouraged that students have the support of their employer in undertaking this course. Although there is no face to face contact sessions, it will require a good deal of dedicated study time, and attendance remotely at some contact sessions and assessments.

TECHNICAL REQUIREMENTS

Since this course is hosted online you need to have access to a laptop or computer and reliable internet access.

Technical requirements:

Basic computer skills

- You must be able to operate a computer, possess basic web-browsing skills and be able to use a word-processing program to create and edit documents
- You must be proficient with email and file management (access, create, edit, save, upload and download documents)
- You must be able to use a word-processing program to create and edit documents

PROGRAM STRUCTURE

Head of Division: **Prof Lee Wallis**

Programme Convenor: **Dr Charmaine Cunningham**

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SEMESTER OUTLINE

Week	Course	
1	Adult Emergency Medicine	Introduction to Postgraduate studies
2		
3		
3		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23 (1)	Child health in Emergency Care	Concepts in Emergency Care Leadership & Patient safety
24 (2)		
25 (3)		
26 (4)		
27 (5)		
28 (6)		
29 (7)		
30 (8)		
31 (9)		
32 (10)		
33 (11)		
34 (12)		
35 (13)		
36 (14)		
37 (15)		
38 (16)		
39 (17)		
40 (18)		

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COURSE STRUCTURE

In-course work (assignments, etc.) will count towards at least 50% of the course mark, with the summative assessment at the end of the course counting at most 50%. A 50% sub-minimum has to be achieved in either with an overall 50% to pass a course. Unless otherwise stated, upon failure in a final assessment, no supplementary examination is available, and the course will have to be retaken when it is offered again, if allowed by the university. (Also see Book 3 – General Rules & Policies: Master’s Degrees [GM1 to GM10])

If 50% or more courses taken in a year are failed, or the candidate is absent for the examinations without timely prior communication, the candidate may not be allowed to re-register for the degree in the following year. Continuous registration at the university is a necessity to allow for completion of the programme, else a specific leave of absence needs to be applied for in special circumstances.

Contact will be via the internet portal “Vula”: www.vula.uct.ac.za. All the resources will be made available on Vula, communication will be through it and assignments are also submitted via this portal. It is the candidate’s responsibility to access the available information, ensure that he/ she keeps their details up to date via the preference settings and/ or informs the programme co-ordinators of any problems. The candidate also needs to ensure that he/ she puts automated messages from Vula on their email “safe senders” list, as non-receipt of messages will be the candidate’s responsibility.

Please note that we must enforce strict deadlines for all assignments. Assignments handed in after the due date and time will be penalised by deducting 10% off the mark for every day that it is late. In all events, times mentioned refer to South African standard time (GMT +2) and are reported in a 24-hour time format. In the event of illness and other exceptional, unforeseen circumstances the course convenor may give the student an extension for the assignment submission. Again, strict deadlines need to be adhered to (see assignment submission policy).

Assignments are to reflect individual, original work and not that of a group of students working/studying together, unless it is specifically issued as a group assignment. University guidelines related to misconduct and dishonesty will apply and plagiarism will not be tolerated. The university utilises “Turnitin” for all assignments and the dissertation. Even in the event of Turnitin not being immediately available, it is still up to the student to ensure that they do not plagiarise according to the wider definition (see later in this document).

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COURSE DESCRIPTIONS

Course name	Semester	Convenor	Credits	Notes
Introduction to postgraduate studies Course code CHM4016Q	1 Duration: 8 weeks	A/Prof Peter Hodkinson	10	This course focuses on achieving the basic skill set to succeed in postgraduate studies. It looks at searching the literature and using a number of medical databases, plagiarism avoidance, time planning in study and research, how to structure and write assignments and how to do researched presentations.
Concepts of Emergency Care Course code CHM4018Q	1 Duration: 11 weeks	A/Prof Peter Hodkinson and Dr Willem Stassen	20	This course provides the candidate with the basic insight into the differences between Emergency Care and other medical fields. It introduces the EMS and healthcare systems, principles of adult and paediatric triage, principles of emergency care diagnostics and aspects of teamwork, handover and communication.
Adult Emergency Care Course code CHM4019Q	1 Duration: 18 Weeks	Dr Waseela Kahn	30	This course focuses on adult emergency care. It will be a problem-based course with emphasis on evidence based medicine and critical thinking. The course will take a system based approach to the undifferentiated patient presenting for emergency care. It will encompass common problems and differential pathways, as well as relevant basic physiology and anatomy, and deals with the management of common adult medical and surgical emergencies and the evidence-base for these recommendations.
Child health for emergency care	2	Dr Willem Stassen and Dr Jessica Head	30	This course focuses on key aspect of child health for emergency care. The module is

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Course code CHM4020R	Duration: 18 weeks			divided into three sections. Section one begins with an overview of recent data on global child mortality. Linked to this is an exploration of the causes of these tragic deaths and a look at what the global health community are doing to reduce these unnecessary deaths. We proceed to examine referral pathways and the journeys taken by children seeking emergency care in student's own settings, as well as a look at some of the widely available tools for managing childhood emergencies. This section concludes with an in-depth appraisal of the healthy child in terms of factors such as nutrition, growth, development and immunisations. Section two involves a closer look at the top causes of child mortality. The third section introduces students to the concepts of child rights, consent and reporting obligations of health professionals in the emergency care field.
Research literacy Course code CHM4017R	2 9 weeks	Dr Colleen Saunders and Dr Sanjeev Rambharose	15	The course will teach students to think like a researcher and will develop an understanding of the research process. It introduces key concepts necessary for developing a postgraduate research proposal including research ethics, research design and academic writing. In addition, the course introduces students to both quantitative and qualitative research approaches, including the principles of critical thinking and evidence-based medicine
Leadership and patient safety	2 9 weeks	Dr Charmaine Cunningham	15	The course provides an overview of basic managerial skills, with a focus on skills e.g. objective

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Course code CHM4021R				setting, implementation of plans and review. Resource management e.g. staffing schedules, basic HR processes, financial management. The aim is to make it practical and applicable to senior/shift leader level, not yet first line manager level. It provides an in-depth knowledge of the principles of patient safety that they can use to improve the care delivered in their own Emergency Centre.
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TEACHING AND LEARNING

The emphasis is placed on the candidate as the primary determinant of their learning. A problem-based approach will be followed with an emphasis on the emergency care team and the incorporation of evidence-based medicine.

PROGRESSION RULES

A candidate may be refused readmission if he/she

- a) Fails (a mark of <50%) half or more of the coursework courses per semester;
- b) Where a candidate fails any course twice, or fails three or more courses a recommendation will be made to the Faculty's Examination Committee to refuse readmission
- c) Candidate fails to obtain sub-minimum of 50% for each of the courses in the diploma in order to pass the course

PLAGIARISM

Plagiarism is not tolerated as it undermines the academic integrity of the degree and your learning experience. We make use of Turnitin (see more about Turnitin [here](#)) for the submission of each and every assignment, the dissertation proposal and your dissertation. Make sure that you reference correctly by referring to the multiple guides available in all the online tabs, as well as off the UCT library site. The Division makes use of the EMJ-modification of Vancouver referencing. You will need to submit a plagiarism declaration with each assignment and dissertation.

Every student will need to read and acknowledge the UCT and Divisional plagiarism guidelines rules and information which will be made available to registering students.

We enforce a strict policy and where significant plagiarism is detected in student work, the work will be penalized (up to 100% penalty in severe cases) and a first written warning applied. Any further instances are referred to the faculty disciplinary processes.

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In line with the University plagiarism policy, as a learning tool, in most of your assignments you will following submission of your assignment receive a “Turnitin Report” which flags any plagiarism issues. You then have an opportunity to revise and resubmit your assignment if you are still within the deadline for submissions. Check individual assignment requirements and deadlines.

READING LIST

There are no prescribed textbooks, and candidates would be able electronically access chapters in textbooks via the library.

Articles and other resources will be made available via VULA and the library.

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STUDENT ADMIN

During the course of the year, you can download an official letter of enrolment, check your student fees balance, and see which course you have registered for, etc. by visiting: <http://studentsonline.uct.ac.za>. Be sure to logon using your UCT credentials (student number and password; go to www.icts.uct.ac.za if you have forgotten your password).

You will be allocated a UCT email (studentnumber@myuct.ac.za) and mailbox (Microsoft Office 365) at the time of registration. All UCT communications and teaching material notifications will be sent via this email and it is your responsibility to monitor this email (or set it up to forward to another email address you monitor). See www.icts.uct.ac.za/myUCT for details.

Please be aware that you are signing a financial commitment when you register at the beginning of an academic year. In that vein, you will need to be mindful of the cut-off dates for registration and re-registration of courses in the fees manual (book 12) downloadable from the main UCT website. If you miss those dates, you may be liable for fines and/or the cost of the course. It is your responsibility to check your own fees account.

In the same vein, if you feel you are unable to complete a course, communicate with the course convenors or programme convenor early. Again, be aware of the last deregistration dates. After that, even if you have informed us, the course will still appear on your academic transcript, with an "AB" next to it, standing for "absent" but counting as a 0%. This is important if you do not wish to contravene the progression rules. The only valid absence for the university is for medical reason. This however needs to be formally applied for in good time ("medical leave of absence"). It never helps to contact us or the university late, after the fact.

It is up to you to familiarise yourself with UCT's general rules and policies (book 3), the Faculties plagiarism rules, the divisional progression rules, assignment submission rules, as well as the portfolio and dissertation guidelines.

COST OF THE PG DIPLOMA

2021 will be the first year that the PG Diploma in Emergency Care will run. The fees for 2021 has not yet been finalized.

You can keep an eye out on the following webpages for details:

<https://www.uct.ac.za/apply/fees/>

<http://www.students.uct.ac.za/students/study/handbooks/current>

It is estimated that it would cost in the region of R46 000 – R49 000.

Every year we have students, particularly non-SADC students, who go through the application process successfully, only to discover the International course fees at the time of application which they may not be able to afford.

Please note that the fees for international students are different & IAPO clearance is required for international registrations! Please see [http://www.uct.ac.za/apply/fees](https://www.uct.ac.za/apply/fees)

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Detailed fee structures can be obtained from the UCT Fee Handbook. Above is a guideline for 2021 annual fees only. (for non-SA students, detailed fee structures can be obtained by IAPO and proforma invoices can be raised upon request)

In addition to the above course fees, non-South African students are liable for the following annually:

1. SADC students (South African Development Community)
above course fees PLUS R4200 Admin fee which will need to be paid in full by the end of December 2020 for registration in time to join 2021 coursework
2. International students (including non-SADC African students)
above course fees PLUS R4200 Admin fee PLUS International fee (R49 990) which will need to be paid in full by the end of December 2020 for registration in time to join 2021 coursework

APPLICATION (by November of the preceding year)

The easiest is to apply online through the UCT website - <http://applyonline.uct.ac.za/>
You will receive the steps to follow from the university once you have applied. Registration follows on from successful application. Once registered, student accounts and course registrations may be checked via PeopleSoft: <http://studentsonline.uct.ac.za/>

Application process

Also see <http://www.emct.info/pg-dip.html>

Applications will close **strictly on 30 November 2020** - <http://applyonline.uct.ac.za>

We have a rigorous review process and we will review each applicant, considering the qualifications, experience, workplace and motivation. We will ask you to complete a computer literacy test online following your application.

For your application for the full degree (submitted when you apply online) to be considered, you must include the following:

1. Curriculum Vitae
2. Motivation describing how the post-graduate diploma degree will further your career (max 1 page or 600 words)
3. Copies of your academic transcript(s) and degree certificate(s) (translated if not in English)
4. For non-SA students - copy of passport frontpage
5. In some cases, we may request an interview with you – could be conducted remotely (zoom/ skype)

RPL CANDIDATES

When applying, please select that you have a diploma or degree to be able to proceed with the applications.

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We will contact you and assist you with the RPL process once your application is complete. Please see attached screenshot, where you should click yes are shown with an arrow

PGDip Students choose the below options:

NB! RPL Applicants:

- Select "Yes" for "Do you have a diploma or a university degree or will you graduate by the end of 2020".
- Proceed with the online application and upload as part of your supporting documents a page that informs us that you are a RPL applicant.

The screenshot shows the UCT Online Applications for admission in 2021 interface. At the top, there's a navigation bar with tabs: Home, Personal Details, Programme of Study, Contact Details, Secondary School Details, Post-School Activities, Tertiary Education Details, and a Help icon. Below the navigation bar, the main content area has a title 'UCT Online Applications for admission in 2021'. It includes fields for 'Programme of Study for which you are applying' (with a dropdown menu), 'Do you have a diploma or a university degree or will you graduate by the end of 2020?' (with radio buttons for Yes and No), and 'Please indicate your first choice of study for 2021' (with dropdown menus for Level of Qualification, Faculty, Academic Qualification, and Specialisation or Major). On the right side, there's a sidebar titled 'Select a step' containing a numbered list from 1 to 9, each with a small circular icon. The first item, '1. Personal Details', has a green checkmark next to it. A red arrow points to this checked item.

International (non SA) Students - please refer to the [UCT IAPO website](#) for further information about the process.

For non-SA students you will require clearance from IAPO before you will be allowed to register - in most cases this will require pre-payment (by end Dec 2020) of a substantial fee for the year, and a copy of your passport. If you will be resident in Cape Town for more than 3 months as a student, you will likely require a study visa which has more requirements and takes longer to process - contact IAPO direct)

International Students

All international students will need to obtain IAPO clearance before being allowed to register. This involves full up-front payment of fees, as well as sending through a copy of the passport and a declaration of study (if only coming to Cape Town for contact sessions and exams, you will not need to obtain a student visa). Also see: <http://www.iapo.uct.ac.za/>.

As the IAPO process may take a considerable amount of time, start this early! Go through the IAPO pre-registration process ASAP: <http://www.iapo.uct.ac.za/iapo/intstud/prereg>

DO NOT FORGET THE IAPO PRE-REGISTRATION PROCESS AS HIGHLIGHTED ABOVE!

CONTACT DETAILS

UCT postgraduate office (applications)

Ms Taryn-Lee Safer
021 406 6340
taryn-lee.safers@uct.ac.za

EM PG Dip Divisional Administrator:

Ms Abigail Seconds
021 650 1828
Abigail.seconds@uct.ac.za

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IAPO Enquiries

Ms Lindy Duncan
021 650 5713
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