Request Handbook updates/changes

This procedure is to be used to request updates to:

- 'Faculty information' sections web pages of the Handbook during the annual handbook production phase

Procedure

- Highlight and copy the text of the entire page to be updated.
- Paste into Word and save with a meaningful file name which includes the course code/AOS title.
- Copy URL and paste at top of page.
- Write in your 'Changes made by:' and 'Authorised by:' details and the date. If you are not the authorised online faculty editor, you will need to forward the completed document to your editor (refer to [http://adm.monash.edu.au/studentadmin/publications/handbook-guide-faculty-editor-contacts.html](http://adm.monash.edu.au/studentadmin/publications/handbook-guide-faculty-editor-contacts.html) for staff details or contact xt51059 or have any problems).
- Turn on Word track changes.
- Make edits in track change.
- FACULTY EDITORS ONLY may email the document (after reviewing the requested changes) to donna.aitken@monash.edu with the email title "HANDBOOK: Update request" - emails will not be accepted from other staff unless the Curriculum and Publications Unit has already received notification from the faculty editor or manager that they have a deputy or replacement.
- FINAL IMPORTANT STEP: If it is after 1 March, the faculty editor is responsible for making the same corresponding changes into the course or area of study entry in CUPID. This is to ensure the data source remains in synch with the published information in the Handbook web pages. It is vital to ensure that all changes requested are made are in CUPID prior to the faculties' annual review of entries for the following year's Handbook edition (content due at the end of July each year).

Example on next page
Master of Wound Care

Course code: 2985 + Course abbreviation: MWoundCare + Total credit points required: 72 + 3 years part-time

Study mode and course location

Off-campus (Parkville) On-campus (Lithuania)

Course description

This coursework degree allows students to expand on and consolidate their theoretical knowledge and practical skills in wound care and management in the Baltic region. Candidates undertake compulsory units in epidemiology/biostatistics and either clinical research methods or evidence-based practice.

Candidates have the option of exiting with a Graduate Certificate or Graduate Diploma in Wound Care on completion of requirements for those awards, should they choose not to complete the Master of Wound Care. Further studies in the Postgraduate Certificate of Advanced Wound Care are also available.

Entry requirements

An undergraduate degree in an appropriate health discipline and at least two years of relevant clinical experience. Students must be fluent in Lithuanian.

Course structure

All candidates are required to complete all requirements for the Graduate Diploma in Wound Care. In addition, they will be required to complete the following units:

Units

- ECX9720 Introduction to epidemiology/biostatistics
- VCG5011 Evidence based practice in wound care
- VCG7777 Biomedical Lithuanian for Pharmacists
- VCW1124 Clinical project/case study

Contact

Inquiries: postgraduate coursework coordinator, telephone +61 3 9903 9509, email postgrad@vcp.monash.edu.au or visit www.vcp.monash.edu.au/ www.balticvcp.monash.li