**ACADEMIC COMMUNICATIONS ACTIVITY SHEET**

**NURS11158 Assessment 3: Note-taking template**

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| When organising research, students can fall into the trap of adding too much detail for one point and then not covering other key areas adequately. Using a note-taking template can help to clarify the areas that need to be researched to ensure a balanced approach is taken. This template can be used in combination with a paragraph planner. | |
| **Activity:**   * Add bullet points for key ideas. * Include citation details with each bullet point i.e. author name and date. | Complete the note-taking templates below to help plan your three academic paragraphs. *Note.* No introduction or conclusion is required for this task. |

**Paragraph 1: Summary of Evidence and Recommendations**

Locate at least one relevant clinical practice guideline, reputable websites and a selection of credible journal articles. Summarise the current evidence and recommendations for this situation. Relate these ﬁndings to the National Safety, Quality and Health Standards and quality use of medicines.

**Task**: Add brief notes using bullet point to each of the blank boxes. Make sure you add the author and date of publication to each summary e.g. (NMBA, 2020).

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|  | Summarise the current recommended evidence for the scenario. | Relate these finding to the National Safety and Quality Health Service Standards (2nd ed.).  ***Note.*** *Do not just paraphrase the relevant standard. Identify how the standard links with the guidelines or relevant research.* |
| One relevant *Clinical Practice Guideline* | 1 | 2 |
| Reputable website | 3 | 4 |
| Credible journal articles  ***Note.*** *You can use the journals, systematic reviews or evidence summaries from* ***Assessment 1*** *to help you.* | 5 | 6 |
| Etc. |  |  |

**Paragraph 2: Ethical Considerations**

Describe the ethical considerations in relation to medication safety for elderly people as per scenario above.

Limit your discussion points to the four ethical principles (autonomy, beneficence, nonmaleficence, and justice).

These exact words MUST be included in the discussion.

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| **Task**: Add notes to column 2. | |
| 1. Autonomy |  |
| 2. Beneficence |  |
| 3. Non-maleficence |  |
| 4. Justice |  |

**Paragraph 3: Provide evidence-based recommendations for the emergency department**

Provide 2-4 clear evidence-based recommendations able to be incorporate into the Emergency Department's policies and into clinical nursing practice. Justify your recommendations. Be sure to include in-text citations for your recommendations.

**Task**: Add notes to columns 1 and 2 to help structure your paragraph.

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| Evidence-based recommendations for the emergency department | Justify your recommendations with evidence from best practice guidelines and evidence-based nursing practice. Use information researched from paragraph 1 to assist you. There might be more than one piece of evidence for each recommendation.  Include a citation for each piece of evidence. |
| Add recommendation. | . Add evidence (Author, date). |
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**What should I do now?**

**Task 1:** Complete each note-taking template above.

**Task 2:** Locate the Paragraph Planner on the ALS NURS11158 Moodle: Lesson 5 “Do it”.

**Task 3:** Use the Paragraph Planner to plan each paragraph.

1. Ensure that each paragraph starts with a clear topic sentence that clearly addresses the requirements for the question. Use key words from the Assessment 2 question to help you.
2. Use your notes from each note-taking template above to plan your supporting sentences.

**Task 4:** Now write your paragraphs. Use the Assessment 3 template found in Lesson 5 “Do it”.

**Task 5**: After completing all three paragraphs, proofread your work; ensure that your ideas link. Use the linking words info sheet to help you: Lesson 5 “Read it”.