



DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES

COURSE OUTLINE – FALL 2017

UC 1208 PROCESSING CLIENT RECORDS – 3(3-0-0) 45 HOURS

INSTRUCTOR: Deena Honan RN, MSN **PHONE:** 780-539-2703

OFFICE: H204 **E-MAIL:** dhonan@gprc.ab.ca

OFFICE HOURS: By Appointment

CALENDAR DESCRIPTION:

This course provides students with the knowledge and skills necessary to manage client charts. Topics include basic medical records and charts; admission, transfer, and discharge of clients; drug nomenclature; laboratory and diagnostic procedures; supplies and requisitions; common medical and surgical obstetrical procedures. Opportunities for processing physician orders will be provided.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Gillingham, E. A., & Seibel, M. W. (2014). *LaFleur Brooks' Health unit coordinating* (7th Ed.). Elsevier: St Louis, MI.

Gillingham, E. A., & Seibel, M. W. (2014). *Skills practice manual for LaFleur Brooks' Health unit coordinating* (7th Ed.). Elsevier: St Louis, MI.

DELIVERY MODE(S): In class and videoconference

COURSE OBJECTIVES:

Students will be able to manage client charts. Which includes basic medical records and charts; admission, transfer, and discharge of clients; drug nomenclature; laboratory and diagnostic procedures; supplies and requisitions; common medical and surgical obstetrical procedures. Additionally, they will have opportunities for processing physician's orders.

LEARNING OUTCOMES:

By the completion of UC 1208 the student should be able to:

1. Identify and define all medical charts and forms.
2. Organize and coordinate appointments in the acute and community setting.
3. Demonstrate the ability to transcribe medical and surgical orders.
4. Coordinate the admissions, discharges or transferring of patients.
 - a. Procedures relating to patient deaths.
5. Outline various drug nomenclature and pharmacy procedures.
6. Identify various laboratory departments, the roles and responsibilities and those department and using requisitions for laboratory orders.
7. Discuss various Diagnostic departments, requisitions and preparation for diagnostic procedures.
8. Demonstrate supply and inventory control for the unit or Physician's office.

TRANSFERABILITY:

Not Applicable.

EVALUATIONS:

The Midterm exam will be scheduled for October 6, 2017 and the Final exam will be scheduled in December during exam week. Please refer to MyGPRC for date.

GRADING CRITERIA:

Assignments	25%
Chapter Quizzes	10%
Mid Term Exam	30%
Final Exam	35%

All assignments must be typewritten. It is particularly important to save a copy of any written work handed in for credit or grading.

Assignments are due on the dates set by the instructor. If there is a valid reason for an extension, it must be requested prior to the due date. Unauthorized late assignments will have a 10%-per-day late penalty applied to the assigned grade.

Note: in order to pass UC 1208:

1. ALL assignments must be completed
2. You must achieve an overall grade of C- (60%)

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	FAIL
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

COURSE SCHEDULE/TENTATIVE TIMELINE:

WEEK	TOPIC	CHAPTER
Week 1 September 1	Orientation, Introduction, The Patient Chart	CH 8
Week 2 September 8	Transcription of orders	CH 9
Week 3 September 11 & 15	Patient activity, position & nursing observation orders Nursing intervention or treatment orders	CH 10 CH 11
Week 4 September 18 & 22	Nutritional Care Orders	CH 12
Week 5 September 25 & 29	Medication Orders	CH 13
Week 6 October 2 & 6	Lab Orders and Recording Telephone lab results Review	CH 14
Week 7 No Class Oct. 9 October 13	Thanksgiving Day MIDTERM EXAM	
Week 8 October 16 & 20	Diagnostic Imaging Orders Other Diagnostic Studies	CH 15 CH 16
Week 9 October 23 & 27	Treatment Orders	CH 17
Week 10 Oct. 30 & Nov. 3	Miscellaneous Orders	CH 18
Week 11 November 6	Admission, pre-op and post-op procedures	CH 19
Week 12 No class Nov. 13 November 17	Remembrance Day/Fall Reading Break Discharge, transfer, and post-mortem procedures	CH 20
Week 13 November 20 & 24	Reports, infection control, emergencies and special services	CH 21
Week 14 Nov. 27 & Dec. 1	Medical Terminology, Basic Human Structure, Diseases, and Disorders	CH 22
Week 15 December 4	Review	

***This schedule is a guideline and may be adjusted according to student needs and to accommodate guest presenters**

STUDENT RESPONSIBILITIES:

Regular attendance is critical to success in UC 1208. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete the assigned readings, inclass work, and assigned homework. If a student is unable to attend an in-class test or quiz, the instructor must be advised before the test/quiz is administered. Email notification is fine. Failure to notify the instructor of an absence will result in a grade of 0.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies/> **

**Note: all Academic and Administrative policies are available on the same page.