



Grande Prairie Regional College

Unit Clerk Certificate Program
Department: Nursing Education and Health Studies

COURSE OUTLINE – Winter 2010

UC 1208 - PROCESSING CLIENT RECORDS

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Office Hours	Wed 0900-1200 Or by appointment	

Course Description

UC 1208 3 Processing Client Records (3-0-0) 45 hours

This course provides the knowledge and skill necessary to manage a client's/patient's chart. Topics include: basic medical records and charts; admission/transfer/discharge; drug nomenclature; laboratory and diagnostic procedures; supplies and requisitions; common medical/surgical/obstetrical procedures; and transcribing and processing physicians' orders.

Course Objectives

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. Develop the ability to transcribe medical and surgical orders.
4. Coordinate the admissions, discharges or transferring of patients.
 - a. Procedures relating to patient deaths.
5. Understand 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. Understand supply and inventory control for the unit or Physician's office.

Required Resources:

LaFleur-Brooks, M., & Gillingham, E. A. (2009). *Health unit coordinating* (6th Ed.). Missouri: Saunders
Thompson, V. D. (2010). *Administrative and clinical procedures for the Canadian health professional* (2nd ed.). Toronto: Pearson.

Assignments and Evaluations

Skills book assignments **25%**

It is vital that you attend class.

You will be working with a patient chart and will be marked on assigned activities to be completed from your Skills Practice Manual.

Textbook Chapter Review Questions **10%**

Every Thursday class you will be marked for the completion of the Chapter Review Questions. Please complete these each week and show instructor as completed. You are eligible for only half marks if not completed on time.

Midterm Exam **30%**

You will have a midterm exam on all chapters presented. This test may consist of multiple choice, fill in the blank, matching, definitions and/or short answer questions.

Final Exam: Exam Week (Apr 19-26) **35%**

Your final exam will be on all content in the course. This test may consist of multiple choice, fill in the blank, matching, definitions and/or short answer questions.

DO NOT PLAN ANY ACTIVITIES DURING THE FINAL EXAM PERIOD.

Course Schedule/Tentative Timeline:

WEEK	TOPIC	REQUIRED PREP Complete chapter review questions
Week 1 (Jan 4 – 8)	The Patient Chart	CH 8
Week 2 (Jan 11 – 15)	Transcription of orders	CH 9
Week 3 (Jan 18 – 22)	Patient activity, position & nursing observation orders	CH 10
Week 4 (Jan 25 – 29)	Nursing intervention or treatment orders	CH 11
Week 5 (Feb 1 – 5)	Nutritional care orders	CH 12
Week 6 (Feb 8 – 12)	Medication Orders	CH 13
Week 7 (Feb 15 – 19)	Lab orders and recording telephone lab results	CH 14
Week 8 (Feb 22 – 26)	Tuesday – Catch up and review Thursday - midterm	
Week 9 (Mar 1 – 5)	Diagnostic Imaging orders	CH 15
Week 10 (Mar 15 – 19)	Other diagnostic studies	CH 16
Week 11 (Mar 22 – 26)	Treatment orders	CH 17
Week 12 (Mar 29 – Apr 2)	Miscellaneous orders	CH18
Week 13 (Apr 5 – 9)	Admission, pre-op and post-op procedures	CH 19
Week 14 (Apr 12 – 16)	Discharge, transfer, and postmortem procedures	CH 20
Exam Week	Ordering supplies, daily diagnostic tests and filing	CH 21
	Reports, infection control, emergencies and special services	CH 22
Exam Week	Study and review	

This schedule is a guideline and may be adjusted according to student needs

Delivery Modes

The material will be presented in a lecture style with activities assigned from the Skills Practice Manual. Please communicate with the instructor any misunderstandings or uncertainties about the material covered in class.

Regular classroom attendance is required. Please do not be late. **You are expected to read the assigned chapters before class.**

Grading Conversion Chart

Alpha Grade	Designation
A+	Excellent
A	Excellent
A-	First Class Standing
B+	First Class Standing
B	Good
B-	Good
C+	Satisfactory
C	Satisfactory
C-	Satisfactory
D+	Minimal Pass
D	Minimal Pass
F	Fail

Plagiarism

The penalty for plagiarism is severe. It may result in expulsion of the program and the institution or may result in a failing grade.

Please refer to the GPRC website on plagiarism:

www.gprc.ab.ca/pdf/policies/academic/studentmisconduct-plagiarismandcheating.pdf