



DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES

COURSE OUTLINE – WINTER 2012

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

INSTRUCTOR: Deena Honan **PHONE:** 780-539-2784
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OFFICE HOURS: Please phone for an appointment

REQUIRED TEXT/RESOURCE MATERIALS:

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.

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.

CREDIT/CONTACT HOURS: UC 1208 consists of three hours of instructional time each week.

DELIVERY MODE(S):

The material will be presented in a lecture style with activities assigned from the Skills Practice Manual.

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.

TRANSFERABILITY:

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

GRADING CRITERIA:

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. You will receive no marks for incomplete work)	
Mid Term Exam	30%
Final Exam	35%

All assignments must be word-processed or 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

EXAMINATIONS:

The Mid Term exam will be scheduled for February 16, 2012 and the Final exam will be scheduled in April.

STUDENT RESPONSIBILITIES: All assignments must be word-processed or 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.

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, in-class 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. Voice mail or e-mail notification is fine. The test/quiz will usually then be written in the testing centre in A205. Failure to notify the instructor of an absence will result in a grade of 0.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 48-49 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

COURSE SCHEDULE/TENTATIVE TIMELINE:

WEEK	TOPIC	REQUIRED PREP
Week 1 Jan 5	Orientation, Introduction	CH 8
Week 2 Jan 10, 12	The Patient Chart	CH 8
Week 3 Jan 17, 19	Transcription of orders Patient activity, position & nursing observation orders	CH 9 CH 10
Week 4 Jan 24, 26	Nursing intervention or treatment orders Nutritional care orders	CH 11 CH 12
Week 5 Jan 31, Feb 2	Medication Orders	CH 13
Week 6 Feb 7, 9	Lab orders and recording telephone lab results	CH 14
Week 7 Feb 14, 16	Tuesday – Catch up and review Thursday - midterm	
Week 8 Feb 28, Mar 1	Diagnostic Imaging orders	CH 15
	Other diagnostic studies	CH 16
Week 9 Mar 6, 8	Treatment orders	CH 17
Week 10 Mar 13, 15	Miscellaneous orders	CH18
Week 11 Mar 20, 22	Admission, pre-op and post-op procedures	CH 19
Week 12 Mar 27, 29	Discharge, transfer, and postmortem procedures	CH 20
Week 13 April 3, 5	Ordering supplies, daily diagnostic tests and filing	CH 21
Week 14 April 10, 12	Reports, infection control, emergencies and special services	CH 22
Exam Week	Study and review	