



DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES

COURSE OUTLINE – fall 2014

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

INSTRUCTOR: Karen Crosby-Rolston **PHONE:** 780-539-2019
OFFICE: H229 **E-MAIL:** kcrosbyrolston@gprc.ab.ca

OFFICE HOURS: Please phone for an appointment

REQUIRED TEXT/RESOURCE MATERIALS:

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

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

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: 3(3-0-0) 45 HOURS

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 **October 16, 2014** and the Final exam will be scheduled in December during exam period (see the exam schedule posted on MyGPRC).

STUDENT RESPONSIBILITIES: All assignments must be typewritten. It is particularly important to save a copy of any written work handed in for credit or grading on a memory stick. Assignments are due on 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. E-mail or text notification is fine. The test/quiz will usually then be written in the testing center in A205. Failure to notify the instructor of an absence will result in a grade of 0.

STATEMENT ON PLAGIARISM AND CHEATING:

We expect honesty from our students. This demands that the contribution of others be acknowledged (GPRC Calendar, 2014-2015). Penalties will be given according to the degree of the plagiarism or cheating. If you are unsure whether an action is plagiarism or not, please consult your course instructor.

Cheating refers to dishonest conduct such as speaking during an exam, bringing written material not authorized by the course instructor, tampering with grades, or consciously aiding another student to cheat.

Please refer to your rights and responsibilities in the Grande Prairie Regional College 2014-2015 Calendar under 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 www.gprc.ab.ca/about/administration/policies/**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

| WEEK | TOPIC | REQUIRED PREPARATION Complete chapter review questions |
|--------------------------------|---|--|
| Week 1 September 4 | <i>Orientation, Introduction</i> | CH 8 |
| Week 2 Sept 9-11 | <i>The Patient Chart</i> <i>Transcription of orders</i> | CH 8 CH 9 |
| Week 3 Sept 16-18 | <i>Patient activity, position & nursing observation orders</i> <i>Nursing intervention or treatment orders</i> | CH 10 CH 11 |
| Week 4 Sept 23-25 | <i>Nutritional care orders</i> | CH 12 |
| Week 5 Sept 30 Oct 2 | <i>Medication Orders</i> | CH 13 |
| Week 6 Oct 7-9 | <i>Lab orders and recording telephone lab results</i> | CH 14 |

| | | |
|-------------------|---|-------|
| Week 7 | <i>Tuesday – Catch up and review</i> | |
| October 16 | Thursday - midterm | |
| Week 8 | <i>Diagnostic Imaging orders</i> | CH 15 |
| Oct 21-23 | <i>Other diagnostic studies</i> | CH 16 |
| Week 9 | <i>Treatment orders</i> | |
| Oct 28-30 | | |
| Week 10 | <i>Miscellaneous orders</i> | CH18 |
| Nov 4-6 | | |
| Week 11 | No Class November 11 | |
| Nov 13 | <i>Admission, pre-op and post-op procedures</i> | CH 19 |
| Week 12 | <i>Discharge, transfer, and postmortem procedures</i> | CH 20 |
| Nov 18-20 | | |
| Week 13 | <i>Reports, infection control, emergencies and special services</i> | CH 21 |
| Nov 25-27 | | |
| Week 14 | <i>Ordering supplies, daily diagnostic tests and filing</i> | |
| Dec 2-4 | | |
| Exam Week | Study and review | |
| Dec 10-19 | | |