



DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES

COURSE OUTLINE – WINTER 2016

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

INSTRUCTOR: Michelle Hammel RN, **PHONE:** 780-539-2715
BScN

OFFICE: H217 **E-MAIL:** mhammel@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.). Missouri: St Louis

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

DELIVERY MODE(S): In class and videoconference

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.

LEARNING OUTCOMES:

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.

TRANSFERABILITY:

Not Applicable.

EVALUATIONS:

The Midterm exam will be scheduled for Feb 12th, 2016 and the Final exam will be scheduled in April during exam week. Please refer to MyGPRC for date.

GRADING CRITERIA:

Skills Book assignments	25%
Textbook Chapter Review questions	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	REQUIRED PREP Complete chapter review questions
Week 1 Jan 8th	Orientation, Introduction	CH 8
Week 2 Jan 11-15	The Patient Chart	CH 8
Week 3 Jan 18-22	Transcription of orders	CH 9
	Patient activity, position & nursing observation orders	CH 10
Week 4 Jan 25-29	Nursing intervention or treatment orders	CH 11
	Nutritional care orders	CH 12
Week 5 Feb 1-5	Medication Orders	CH 13
Week 6 Feb 8-12	Lab orders and recording telephone lab results	CH 14
	Midterm TBA	
Week 7 Feb 15-19	NO SCHOOL- WINTER BREAK	Enjoy your week off!
Week 8 Feb 22-26	Diagnostic Imaging orders	CH 15
	Other diagnostic studies	CH 16
Week 9 Feb 29-Mar 4	Treatment orders	CH 17
Week 10 Mar 7-11	Miscellaneous orders	CH18
Week 11 Mar 14-18		CH 19
	Admission, pre-op and post-op procedures	
Week 12 Mar 21-25	Discharge, transfer, and postmortem procedures	CH 20
	GOOD FRIDAY- NO SCHOOL March 25	
Week 13 Mar 28-April 1	Reports, infection control, emergencies and special services	CH 21
Week 14 April 4-8	Simulation	
Week 15 April 11-15	Study and Review	
Week 16 April 18-22	Final Exam TBA	

***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, 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. 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 www.gprc.ab.ca/about/administration/policies/**

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