



## DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES

### COURSE OUTLINE – FALL 2015

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

**INSTRUCTOR:** Susan Moodie                      **PHONE:** 780-539-2019  
**OFFICE:** H204                                      **E-MAIL:** SMoodie@gprc.ab.ca

**OFFICE HOURS:** Please phone for an appointment

#### **DELIVERY MODE(S):**

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

#### **PREREQUISITE(S)/COREQUISITE:**

None.

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Gillingham, E. A.& Seibel, M. M. W. (2014). *LaFleur Brooks' Health unit coordinating* (6<sup>th</sup> Ed.). Missouri: Saunders

Gillingham, E. A. & Seibel, M. M. W. (2014). *Skills practice manual for LaFleur Brooks' Health unit coordinating* (6<sup>th</sup> Ed.). Missouri: Saunders

#### **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.

#### **LEARNING OUTCOMES:**

See course objectives

#### **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.

### COURSE SCHEDULE/TENTATIVE TIMELINE:

WEEK	TOPIC	REQUIRED PREP
<b>Week 1</b> Sept 4	Orientation, Introduction	CH 8
<b>Week 2</b> Sept 11	The Patient Chart	CH 8
<b>Week 3</b> Sept 14 & 18	Transcription of orders Patient activity, position & nursing observation orders	CH 9 CH 10
<b>Week 4</b> Sept 21 & 25	Nursing intervention or treatment orders Nutritional care orders	CH 11 CH 12
<b>Week 5</b> Sept 28 & Oct 2	Medication Orders	CH 13
<b>Week 6</b> Oct 5 & 9	Lab orders and recording telephone lab results	CH 14
<b>Week 7</b> Oct 16	Catch up and review	
<b>WEEK 8 OCT 19</b>	<b>midterm</b>	
<b>Week 8</b> Oct 23 & 26	Diagnostic Imaging orders	CH 15
<b>Week 9</b> Oct 30 & Nov 2	Other diagnostic studies	CH 16
<b>Week 9</b> Oct 30 & Nov 2	Treatment orders	CH 17
<b>Week 10</b> Nov 6 & 9	Miscellaneous orders	CH18
<b>Week 11</b> Nov 13 & 16	<b>No Class November 13</b>	CH 19
	Admission, pre-op and post-op procedures	

<b>Week 12</b> Nov 20 & 23	Discharge, transfer, and postmortem procedures	CH 20
<b>Week 13</b> Nov 27 & 30	Ordering supplies, daily diagnostic tests and filing	CH 21
<b>Week 14</b> Dec 4 & 7 & 11	Reports, infection control, emergencies and special services	CH 22
<b>Exam Week</b>	Study and review	

## EVALUATIONS:

The Mid Term exam will be scheduled for October 19, 2015 (tentatively) and the Final exam will be scheduled in December.

## GRADING CRITERIA:

<b>Skills Book assignments</b>	<b>25%</b>
(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)	
<b>Textbook Chapter Review questions</b>	<b>10%</b>
(Every Friday class you will be marked for the completion of the Chapter Review questions. You will receive no marks for incomplete work)	
<b>Mid Term Exam</b>	<b>30%</b>
<b>Final Exam</b>	<b>35%</b>

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 <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	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

### STUDENT RESPONSIBILITIES:

Refer to the College Policy on Student Rights and Responsibilities at [www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES](http://www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES)

### STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Student Misconduct: Academic and Non-Academic Policy at [www.gprc.ab.ca/d/STUDENTMISCONDUCT](http://www.gprc.ab.ca/d/STUDENTMISCONDUCT)

\*\*Note: all Academic and Administrative policies are available at [www.gprc.ab.ca/about/administration/policies/](http://www.gprc.ab.ca/about/administration/policies/)

### UNIVERSITY TRANSFER (If applicable):

**\*\* 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.**

Please refer to the Alberta Transfer guide for current transfer agreements:

[www.transferralberta.ca](http://www.transferralberta.ca)