



DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES

COURSE OUTLINE – Winter 2015

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

INSTRUCTOR: Tracy King, RN, BScN **PHONE:** 780-539-2874
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OFFICE HOURS: By appointment only.

COURSE LEADER: Karen Crosby-Rolston, RN, BA, MSN **PHONE:** 780-539-2019

OFFICE: 229 By appointment only. kcrosbyrolston@gprc.ab.ca

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 **the week of February 9, 2015** and the Final exam will be scheduled in April during exam week (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. 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 January 5-9	<i>Orientation, Introduction</i>	CH 8
Week 2 January 12-16	<i>The Patient Chart</i> <i>Transcription of orders</i>	CH 8 CH 9
Week 3 January 19-23	<i>Transcription of orders questions/practice/review.</i> <i>Patient activity, position & nursing observation orders</i>	CH 9 CH 10
Week 4 January 26-30	<i>Nursing intervention or treatment orders</i> <i>Nutritional care orders</i>	CH 11 CH 12
Week 5 February 2-6	<i>Medication Orders</i>	CH 13

Week 6 February 9-13	Lab orders and recording telephone lab	CH 14
	MIDTERM DATE TBA	
Week 7 February 16-20	NO SCHOOL-WINTER BREAK	
Week 8 February 23-27	Diagnostic Imaging orders	CH 15
	Other diagnostic studies	CH 16
Week 9 March 2-6	Treatment orders	CH 17
Week 10 March 9-13	Miscellaneous orders	CH18
Week 11 March 16-20	Admission, pre-op and post-op procedures	CH 19
Week 12 March 23-27	Discharge, transfer, and postmortem procedures	CH 20
Week 13 Mar 30- Apr 2	Reports, infection control, emergencies and special services (April 3 is Good Friday)	CH 21
Week 14 April 6-10	Ordering supplies, daily diagnostic tests and filing	
Week 15 April 13-17	STUDY AND REVIEW	
Wk 16 Apr 20-24	Exam Week-FINAL	

