



DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES

COURSE OUTLINE –Fall 2019

UC1208: Processing Client Records – 3 (3-0-0) 45 Hours

INSTRUCTOR:	Sarah Worton	PHONE:	780-539-2892
OFFICE:	H214	E-MAIL:	sworton@gprc.ab.ca
OFFICE HOURS:	By appointment only	Room:	F207

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, surgical, and obstetrical procedures. Opportunities for processing mock physician orders will be provided.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

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

Gillingham, E.A., & Siebel, M.W. (2014). *Health Unit Coordinating* (7th Ed.). Missouri: St Louis.

Text can be purchased through:

<https://www.gprc.ab.ca/services/bookstore.html>

www.amazon.ca

DELIVERY MODE(S):

Online, videoconference, and in classroom.

COURSE OBJECTIVES:

By the completion of UC 1208 the student should be able to:

1. Identify and define necessary components of medical charts and related forms.
2. Organize and coordinate appointments in the acute and community setting.
3. Demonstrate the ability to transcribe medical and surgical orders.
4. Coordinate admissions, discharges, and procedures after death, as well as transferring of patients within and among health care facilities.
5. Discuss and identify various drug nomenclature and pharmacy procedures.
6. Identify various laboratory departments, the roles and responsibilities of those departments and using requisitions for laboratory orders.
7. Discuss various diagnostic departments, requisitions and preparation for diagnostic procedures.
8. Demonstrate understanding of the unit clerk role in supply and inventory control for the nursing unit or clinical office.

LEARNING OUTCOMES:

The student will be able to identify and define components of a patient chart or file, organize and coordinate appointments on the patient's behalf in the acute and community setting, transcribe medical and surgical orders, coordinate admissions, discharges, and procedures after death, coordinate transfer of patients within and among healthcare facilities, understand various drug nomenclature and pharmacy procedures, identify laboratory departments roles and requisition laboratory orders, requisition and prepare the patient chart for diagnostic procedures and demonstrate understanding of the unit clerk role in supply and inventory control for the nursing unit or clinical office environment.

TRANSFERABILITY:

None.

EVALUATIONS:

14% - Weekly Quizzes – worth 1% each

6% - Class participation (class, forums & checklists) – worth 1% each

10%- Assignment #1- Process physician orders and transcribe to Kardex

10%- Assignment #2- Process physician orders and transcribe to Kardex

10%- Assignment #3- Process physician orders and transcribe to Kardex

25%- Examination #1

25%- Examination #2

All assignments and exams must be completed to be achieve a successful grade in this course.

Failing to complete all assignments and exams will result in a fail (F) grade in this course.

Extensions for all assignments and exams must be negotiated with the instructor PRIOR to the due date. A grade of C- must be achieved to pass this course.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN “C-” IF YOU ARE PLANNING TO TRANSFER TO A UNIVERSITY.**

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

This course is delivered over 15 weeks and is asynchronous.

STUDENT RESPONSIBILITIES:

Important Dates:

Information about last day to change registrations and dropping courses are available on the GPRC website.

Policies

Please refer to the *Grande Prairie Regional College* calendar 2019/2020 for specific policies that may pertain to this course.

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: Academic and Non-Academic which is available by selecting the policy of the same name from the following webpage: <https://www.gprc.ab.ca/about/administration/policies/>

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

Additional Information:

Rubrics found in each assignment section and in syllabus.