

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: HLTH NC03		Number of Credits: 0 Course credit policy (105)															
Course Full Title: Admissions, Transfers, Discharges, and Patient Records Course Short Title: Admissions and Transfers <i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>																	
Faculty: Faculty of Access and Continuing Education		Department (or program if no department): Continuing Education															
Calendar Description: Develops the skills and experience required to understand and perform Nursing Unit Clerk duties related to the admission, transfer, and discharge of patients, and maintenance of patient records. Students examine Indigenous knowledge systems and ways of being as they are connected to initial and ongoing interactions within a healthcare setting.																	
Prerequisites (or NONE):		None.															
Corequisites (if applicable, or NONE):		None.															
Pre/corequisites (if applicable, or NONE):		A- or better in HLTH NC02.															
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Dual-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Special Topics <i>(Double-click on boxes to select.)</i> This course is offered with different topics: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>															
		Independent Study If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit															
		Transfer Credit Transfer credit already exists: <i>(See bctransferguide.ca.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Submit outline for (re)articulation: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>															
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>23</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td>7</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td>Total hours</td> <td>30</td> </tr> </table>		Lecture/seminar hours	23	Tutorials/workshops		Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)		Supervised online activities	7	Other contact hours:		Total hours	30	Grading System <input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit	
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Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Maximum enrolment (for information only): 24 Expected Frequency of Course Offerings: Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>															
Department / Program Head or Director: Liana Thompson		Date approved: January 4, 2019															
Faculty Council approval		Date approved: January 11, 2019															
Dean/Associate VP: Sue Brigden		Date approved: January 11, 2019															
Campus-Wide Consultation (CWC)		Date of posting: April 19, 2019															
Undergraduate Education Committee (UEC) approval		Date of meeting: April 26, 2019															

Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Describe the reasons for health care facilities use of patient charts and records
- Demonstrate how to correctly assemble, maintain, and disassemble a chart record in a simulated environment
- Demonstrate the unit clerk's responsibility in identifying the various types of patient infection control precautions
- Demonstrate accurately the procedures for patient admission, transfer, discharge and patient path
- Complete the appropriate records completely, accurately, with correct spelling, and in a timely manner
- Differentiate the various types of admission seen in the health care environment
- Explain the purpose of the standard and specialized forms found on patient charts and when they are used
- Demonstrate the approved methods of correcting errors in the patient records
- Describe Indigenous and other cultural practices related to admissions, discharges, and transfers of patients, including patient death
- Demonstrate professionalism in the classroom environment through attendance, communication, interpersonal relationships, collaboration, and teamwork

Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Combination of lectures, discussions, and simulated practice exercises.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	Nursing Unit Clerk Course Pack	<input type="checkbox"/>		
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)***Typical Evaluation Methods and Weighting**

Final exam:	30%	Assignments:	30%	Field experience:	%	Professionalism:	10%
Midterm exam:	%	Project:	%	Practicum:	%	Other:	%
Quizzes/tests:	30%	Lab work:	%	Shop work:	%	Total:	100%

Details (if necessary):**Typical Course Content and Topics**

- Role of the unit clerk in the admission, transfer and discharge of a patient
- Introduction to patient registration
- The purpose of chart records.
- Importance of accuracy of chart records, correcting errors in patient charts.
- Various chart forms
- Various chart packs
- Filing chart records
- Types of infection control precautions
- Faxing and thinning a patient's chart
- Patient's old chart.
- Patient registration, discharge against medical advice, day pass
- Role of unit clerk related to a patient death with respect to different cultures, including indigenous practices
- Form imprint, printing labels, flagging a chart