



**EFFECTIVE: SEPTEMBER 2002**

**CURRICULUM GUIDELINES**

**A:** Division: **INSTRUCTIONAL** Date: **April 22, 2002**  
**B:** Department/ **HEALTH SCIENCES** New Course  Revision   
 Program Area:  If Revision, Section(s) Revised: **M,N,O**  
 Date Last Revised: **May 30, 2001**

**C: HISP 220 D: HEALTH INFORMATION SERVICES II E: 2**  
 Subject & Course No. Descriptive Title Semester Credits

**F:** Calendar Description:  
 The course introduces the student to the organization and function of health care facilities and services, the Canadian legal system, applicable health legislation, writing of policies and procedures, and risk management. Students will be able to identify the major resources for locating information on laws, standards, and regulations that govern the practice of health information management. Emphasis will be placed on the role of health information services in terms of access to and disclosure of health information.

<b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <p style="text-align: center;"><b>Lecture</b></p> Number of Contact Hours: (per week / semester for each descriptor)  <p style="text-align: center;"><b>Lecture: 3 hrs.</b></p> Number of Weeks per Semester:  <p style="text-align: center;"><b>15 weeks</b></p>	<b>H:</b> Course Prerequisites:  <p style="text-align: center;"><b>HISP 120 + CMNS 111</b></p>
	<b>I:</b> Course Corequisites: <b>(recommended)</b>  <p style="text-align: center;"><b>HISP 270</b></p>
	<b>J:</b> Course for which this Course is a Prerequisite:  <p style="text-align: center;"><b>HISP 320</b></p>
	<b>K:</b> Maximum Class Size:  <p style="text-align: center;"><b>35</b></p>

**L: PLEASE INDICATE:**

Non-Credit  
 College Credit Non-Transfer  
 College Credit Transfer: Requested  Granted

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ([www.bccat.bc.ca](http://www.bccat.bc.ca))

**M:** Course Objectives/Learning Outcomes

In this course students study the health care delivery system and the application of health law concepts, legislation, practices, standards and guidelines which impact the integrity and appropriate use of health information. The learner will:

- develop an understanding of the role of the health information practitioner within the context of the healthcare delivery system locally, provincially, and nationally
- apply knowledge of the Canadian legal system to its impact on health information management
- apply health law concepts, legislation, practices, standards and guidelines to the access, security and disclosure of health information
- apply the legal requirements for documentation of consent for treatment
- apply analytical thinking to facilitate problem-solving and decision-making to the process of access, security, and disclosure of health information
- create and document policies, procedures and standards
- identify risk management issues within a health care setting
- develop knowledge of the scope of professional practice within the field of Health Information management
- continue to develop an appreciation for the importance of confidentiality, security and integrity of health care data

**N:** Course Content

1. Orientation to the Health Care Delivery Systems (HCDS)
  - key definitions: (health care, health care services, patient care level classifications)
  - composition of the HCDS
  - consumer expectations of the HCDS
2. Structure of Health Care Facilities
  - classification of health care facilities (service, operation, ownership)
  - organizational structure of a health care facility
  - organizational chart
  - mission statement/philosophy/statement of purpose
  - goals and objectives
  - mission, goals and objectives for health information services
  - definition, responsibilities, and interaction with health information services of the:
    - governing body
    - administration
    - medical staff (including membership and credentialing requirements)
    - ancillary health professionals (nursing, technologists, therapist)
    - other support services and departments
3. Role Shadowing
4. Canadian Legal System
  - three types of law
  - Canadian court system
  - criminal and civil law procedure
  - use of health information as evidence in a Court of Law

## Course Content (Cont.)

5. Health Legislation
  - overview of legal issues affecting health information services
  - legal terminology
  - relevant legislation
  - Child, Family & Community Services Act
  - Coroners Act
  - Criminal Injuries Compensation Act
  - Evidence Act
  - Health Act & Health Act Regulations
  - Health Disciplines Act
  - Hospital Act & Hospital Act Regulations
  - B.C. Coroner's Act
  - Hospital Insurance Act
  - Limitations Act
  - Mental Health Act
  - Workers Compensation Act
  - Other
  
6. Consent Documentation
  - legal requirements
  - recording consent
  - informed consent
  - living wills
  - advanced directives
  
7. Access to and Disclosure of Health Information
  - health information ownership
  - authorizations for disclosure of patient information
  - related legislation
    - Freedom of Information and Protection of Privacy Act (FOIPPA)
  - confidentiality
  - CHRA Code of Practice and Guidelines, position statements and recommendations
    - disclosure of direct care use
    - disclosure for individual care use
    - disclosure for secondary use
    - disclosure for legal use
    - fax transmissions
    - electronic transmissions
  - patient access
  - criteria for extent of disclosure
  - methods of disclosure
  - validation strategies
  - system for logging and tracking

**Course Content (Cont.)**

7. Policies, Procedures and Standards
  - purpose
  - styles
  - preparation and writing for health information services
  - applications
  
8. Risk Management
  - definition and purpose
  - rationale
  - terminology
  - role of health information services
  - methodologies
    - occurrence screening
    - incident reports and unusual occurrences
    - infection control reporting
    - Safety Committee
    - other

**O: Methods of Instruction**

1. Lecture/Practice
2. Group discussion
3. Application exercises
4. Role Shadowing
5. Audiovisual aids
6. Independent study of assigned topics

**P: Textbooks and Materials to be Purchased by Students**

A list of mandatory and optional textbooks and materials is provided for students at the beginning fo each semester.

**Q: Means of Assessment**

Typical evaluations would include:

Final Exam  
Midterm Exam  
Assignments

Course evaluation is based on course learning outcomes and is consistent with Douglas College Course Evaluation Policies.

A detailed evaluation schedule is presented to the students at the beginning of the course.

Outline of evaluation may be subject to change.

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

YES

Course Designer(s)

Education Council/Curriculum Committee Representative

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Dean/Director

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Registrar