

DOUGLAS COLLEGE

A. Division: APPLIED PROGRAMS Date: May 30, 1995

B. Department: Health Sciences New Course: X

Revision of Course: X

Dated: June 1, 1994

C. HISP 317 D. DATA RETRIEVAL & ANALYSIS I E. 3  
 Subject & Course No. Descriptive Title Semester/Credits

F. Calendar Description:

This course provides students with the ability to retrieve, organize, analyze and present data/information. Students are instructed on the use and content of the basic CIHI reports and on data presentation and graphing techniques. They will then practice retrieving and presenting the data using paper printouts and computer software in an accurate and appropriate manner. Students will also be expected to calculate health statistics using established formulas, understand data analysis methodology and use of health data.

Summary of Revisions:  
 (Enter date and Section)  
 e.g. 1982-08-25  
 Section C,E,F, and R  
 1995-05-30  
 Section O.

G. Type of Instruction:	Hours Per Week	Hrs.
Lecture	<u>2</u>	Hrs.
Laboratory	_____	Hrs.
Seminar	_____	Hrs.
Clinical Experience	_____	Hrs.
Field Experience	_____	Hrs.
Practicum	_____	Hrs.
Shop	_____	Hrs.
Studio	_____	Hrs.
Student Directed Learning	_____	Hrs.
Other (Lecture/Practice)	<u>2</u>	Hrs.
Total (15 weeks)	<u>4</u>	Hrs.

H. Course Prerequisites:  
HISP 200 + HISP 202 + HISP 207

I. Course Corequisites: (recommended)  
HISP 307 + HISP 323

J. Courses for which this Course is a Pre-requisite:  
HISP 417

K. Maximum Class Size:  
 Lecture 35  
 Lecture/Practice 18

L. College Credit Transfer \_\_\_  
 College Credit Non-Transfer X

M. Transfer Credit: Requested \_\_\_  
 Granted \_\_\_

Non-Credit \_\_\_

(Specify Course Equivalents or Unassigned Credit as Appropriate)  
 U.B.C.  
 S.F.U.  
 U. Vic.  
 Other

L. Kenward  
 Course Designer(s)

[Signature]  
 Divisional Dean

[Signature]  
 Director/Chairperson

[Signature]  
 Registrar

**N. TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS**  
(Use Bibliographic Form):

AMRA. Glossary of health care terms. Chicago, (most recent ed.).

CHRA. Promote the facts: An introduction to data analysis. 1992.  
(From Student Resource Package.)

CIHI. Report Booklet, (most recent ed.).

HISP 317 Manual, (most recent ed.).

Huffman, Edna. Medical record management, (most recent ed.). Berwyn,  
Illinois: Physicians' Record Company (from HISP 100).

Ontario Hospital Association. Guide for hospital utilization review  
and management in Ontario. CHA. Don Mills, 1988 (from HISP 323).

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Complete Form with Entries Under the Following Headings: O. Course Objectives;  
P. Course Content; Q. Method of Instruction; R. Course Evaluation

**O. COURSE OBJECTIVES**

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

1. retrieve specified information accurately using the basic CIHI reports
2. retrieve, organize, analyze and present statistical information using a variety of data sources
3. use reportwriter software at a basic level
4. select the most appropriate tabular or graphical method for presentation from raw data
5. design a study and data specifications form
6. define, state the purpose of and describe the methodology used for each of the six steps in the data analysis process
7. perform the sequential steps in fulfilling a request for health information
8. calculate health statistics using established formulas with a high degree of accuracy
9. discuss standards to implement for the adequacy, accuracy, reliability and validity of statistical information

**P. COURSE CONTENT**

1. Data Retrieval
  - data sources
    - content and interpretation of basic CIHI reports
    - other data sources
  - retrieval techniques
    - data parameters
    - selecting data sources
    - content of a study and data specifications form
  - reportwriter software
  - steps in fulfilling requests for statistical information
  
2. Data Presentation
  - introduction
  - preliminary considerations
  - title page and source specifications
  - study specifications
  - illustrating reports
    - general guidelines
    - titles
    - tables
    - graphs (line, bar, pie, other)
  
3. Glossary of Health Care Terms
  - classification of service
  - classification of patients
  - purpose of standard data sets
  - definitions
    - principle vs significant procedure, most responsible diagnosis vs principle vs other diagnosis, pre-admit and post-admit comorbidities
    - events and other units of measure (discharge, leave of absence, transfer, surgical procedure vs operation, episode of care)
    - obstetric and perinatal terminology
    - ambulatory care
  
4. Health Statistics - Measurements and Indicators
  - related terminology and definitions for each of the following statistics:
    - death rates (gross, net, anaesthetic, postoperative, maternal, neonatal, fetal, other)
    - autopsy rates (gross, net, hospital, other)
    - miscellaneous rates (Caesarean Section, complication, consultation, morbidity, other)
  - average length of stay
  - statistics based on census data (average daily census, occupancy, bed turnover, other)

5. Data Analysis and Interpretation
  - the six steps in data analysis and interpretation
  - tools to use to ensure that data is used to its maximum
  - trend analysis.

**Q. METHODS OF INSTRUCTION**

1. Lecture/Discussion
2. Group discussion
3. Application exercises (case studies/health records)
4. Independent study of specified topics

**R. COURSE EVALUATION**

Evaluation of the course will be based on the course objectives and will be in accordance with the Douglas College policies on student and course objectives.

Evaluation methods will include written tests and assignments.

General outline of evaluation is as follows:

Midterm Examination x 2	40%
Final Examination	20%
Assignments	35%
Participation and Professionalism (P&P)	<u>5%</u>
	100%

\* A minimum mark of 65%, excluding the P&P mark, is required to pass the course. The P&P mark will then be added in order to obtain the final mark.

\* Outline of evaluation may be subject to change.