

Subject and Course Number**N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):**

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

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

O. COURSE OBJECTIVES

In this course students study methodologies used to retrieve, analyze and report health information. The learner will:

- retrieve requested information with a high degree of accuracy from a variety of sources with emphasis on the CIHI core reports.
- retrieve, organize, analyze and present statistical data appropriately and accurately using a variety of tools such as reportwriter and graphic software packages.
- calculate health statistics using established formulas with a high degree of accuracy.
- discuss the importance of data quality and the methodologies used to improve the adequacy, accuracy, reliability, and validity of statistical data/information.
- describe the role of the health information practitioner in data collection, retrieval, and analysis.

P. COURSE CONTENT**1. Needs Assessment**

- study and data retrieval request

2. Data Retrieval

- methodology
 - data sources
 - CIHI basic reports
 - other databases
 - reportwriter software
 - steps in fulfilling requests for statistical information

3. Data Analysis and Interpretation

- purpose
- application of appropriate statistical techniques
 - rates
 - mortality (gross, net, anesthetic, postoperative, maternal, neonatal, fetal, infant, other)
 - autopsy (gross, net, hospital, other)
 - morbidity (complication, infection, other)
 - miscellaneous (Caesarean, consultation, other)
 - average length of stay
 - statistics based on census data (average daily census, occupancy, bed turnover, other)
 - identify patterns, trends, and indicators

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4. Data Presentation

- purpose
- methodology
 - general guidelines
 - standard items
 - title
 - source
 - other
 - tables
 - graphs (bar, line, pie, other)
- use of software packages

5. Data Quality

- importance
- role of the health information practitioner
- attributes (validity, reliability, completeness, legibility, timeliness, usefulness, and accessibility)
- methods to ensure data quality

6. Data Promotion

- purpose
- methodology

Q. METHODS OF INSTRUCTION

1. Lecture/Practice
2. Group discussion
3. Application exercises/case studies
4. Guest lecturers
5. Independent study of specified topics

R. COURSE EVALUATION

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

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

Outline of evaluation may be subject to change.

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