



EFFECTIVE: SEPTEMBER 2001

CURRICULUM GUIDELINES

A: Division: **INSTRUCTIONAL**

Date: **July 26, 2001**

B: Department/
Program Area: **HEALTH SCIENCES**

New Course Revision

If Revision, Section(s) Revised:

Date Last Revised: **February 1, 1999**

C: HISP 520 D: HEALTH INFORMATION PRACTITIONER SENIOR E: 5.5
PRACTICUM

Subject & Course No.	Descriptive Title	Semester Credits
<p>F: Calendar Description:</p> <p>This is a six-week practicum course in which students perform all tasks generally expected of the entry-level health information practitioner. Students are assigned for specified periods of practice in information services in hospitals and other health care facilities throughout British Columbia. Course will include time at the College to prepare for practicum, and to share, compare and analyze experiences.</p>		
<p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p style="text-align: center;">Practicum</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p style="text-align: center;">Practicum 36-37.5</p> <p>Number of Weeks per Semester: 6</p>	<p>H: Course Prerequisites:</p> <p style="text-align: center;">HISP 420 + HISP 430 + HISP 470 + CISY 200+ CISY 410</p>	
	<p>I: Course Corequisites: (recommended)</p> <p style="text-align: center;">NIL</p>	
	<p>J: Course for which this Course is a Prerequisite:</p> <p style="text-align: center;">NIL</p>	
	<p>K: Maximum Class Size:</p> <p style="text-align: center;">18</p>	
<p>L: PLEASE INDICATE:</p> <p><input type="checkbox"/> Non-Credit</p> <p><input checked="" type="checkbox"/> College Credit Non-Transfer</p> <p><input type="checkbox"/> College Credit Transfer: Requested <input type="checkbox"/> Granted <input type="checkbox"/></p> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)</p>		

M: Course Objectives/Learning Outcomes

In this course students consolidate and apply their knowledge of health information practice at an entry-level proficiency. The learner will:

- C transfer the knowledge and skills obtained in the classroom to reality settings.
- C participate in the workings of the health care environment as a team member.
- C identify and effectively use resources available in the practicum setting.
- C demonstrate entry-level proficiency in performing the functions expected in health information services
- C complete a major project or equivalent activity(ies) which requires the integration of knowledge and skills acquired to date.

N: Course Content

1. Overview of:

- organization and health information services/department
- basic clerical/technical functions to a maximum of three days
- transcription services

2. Practicum may then include one or more of the following content areas:

- A. Performance of entry-level health information practitioner functions
 - health information reporting
 - health data collection and classification
 - involvement in committee work
- B. Major project or equivalent activities
 - project may cover a variety of topics including, but not limited to:
 - research
 - quality management program
 - case study
 - health information reporting
- C. Role shadowing
 - observe the day-to-day work life of a health information practitioner or other health care professional in a unique or different setting.
- D. Intramural Session at Douglas College
 - prepare for practicum
 - presentation of major project to class
 - discussion and comparison of activities with colleagues and with knowledge and skills acquired in academic portion of program
 - “professionalism day”
 - evaluation of courses and recommendations for change

O: Methods of Instruction

1. Practicum Sites
 - 1.1 Performance of assigned activity under supervision of preceptor
 - 1.2 Discussion of performance with faculty liaison

2. Douglas College
 - 2.1 Group discussions
 - 2.2 Guest lecturers

P: Textbooks and Materials to be Purchased by Students

No specified texts are required. Students will find all previous texts and materials are a useful reference while on practicum

Q: Means of Assessment

Typical evaluations would include:

- Practicum Evaluation
- Major Project
- Minor Project
- Reflective Learning Journals

Course evaluation is based on course objectives 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

Dean/Director

Registrar