

# **EFFECTIVE: SEPTEMBER 2009 CURRICULUM GUIDELINES**

A.	Division: <b>Education</b>		Ef	Effective Date:		September 2009			
В.	Department / Program Area:	Health Sciences/ Health Information Management	Re	evision	X	New Course	e		
			Re Da	Revision, Section(s) evised: ate of Previous Revision ate of Current Revision:		A, B, C, D, H, K, M, N January 20 March 200	i, P, Q )04		
C:	HIMP			mation Management al Senior Practicum		<b>E:</b>	4.5		
	Subject & Course No. Descript		tive Ti	tle	nester Credits				
F:	Calendar Description:								
	This is a five to six-week practicum course in which students perform all tasks generally expected of the entry-level health information management professional. Students are assigned for specified periods of practice in health information service departments in hospitals and other health care facilities usually throughout British Columbia. Course will include time at the College to prepare for practicum, and to share, compare and analyze experiences.								
G:	Allocation of Contact Hours to Type of Instruction		H:	Course Prerequisites:					
	/ Learning Settin	/ Learning Settings		HIMP 2420 + HIMP 2430 + HIMP 2470 +					
	Primary Methods of Instructional Delivery and/or Learning Settings:  Practicum  Number of Contact Hours: (per week / semester for each descriptor)  Practicum: 36 – 37.5 hours / week  Number of Weeks per Semester:  5 - 6		CSIS 2200 + CSIS 1140						
			I:	Course Corequisites: NIL					
			J:	Course for which this Course is a Prerequisite:					
				NIL					
			K:	Maximum Class Size	;:				
				15					
L:	PLEASE INDIC	CATE:							
	Non-Credit								
	X College Credit Non-Transfer								
	College Credit Transfer:								
	Conego creat Transfer.								
	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)								

## 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:

- transfer the knowledge and skills obtained in the classroom to reality settings
- participate in the workings of the health care environment as a team member
- promote the health information management profession
- identify and effectively use resources available in the practicum setting
- demonstrate entry-level proficiency in performing the functions expected in health information services
- 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
- 2. Practicum may include one or more of the following content areas:
  - A. Performance of entry-level health information management 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 programs
    - case study
    - health information reporting
  - C. Role shadowing
    - observe the day-to-day work life of a health information management professional or other health care professional in a unique or different setting.
- 3. Intramural
  - prepare for practicum
  - presentation of major project to class
  - discussion and comparison of activities in relation to knowledge and skills acquired in academic portion of program
  - guest speaker(s)

### 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 / Distance
  - 2.1 Group discussions
  - 2.2 Guest lecturers

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

No specified texts are required. Students to use relevant reference texts and materials from all previous semesters. May require laptop loaded with coding software.

Q:	Means of Assessment:							
	Typical evaluations would include: Practicum Evaluation Major Project Minor Project Reflective Learning Journals Oral Presentation							
	Course evaluation is based on course objectives and is consistent with Douglas College Curriculum Development and Approval policy  A detailed evaluation schedule is presented to the students at the beginning of the course.							
	This is a graded course.	This is a graded course.						
	Outline of evaluation may be subject to change.							
R:	PLAR							
	No							
Cour	Course Designer(s): Laurie Kenward Education Council / Curriculum	m Committee Representative						
Dean	Dean / Director: Dr. Mike Tarko  Acting Registrar: Brenda Walte	Acting Registrar: Brenda Walton						

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