



**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.

Outline of evaluation may be subject to change.

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

No

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Course Designer(s): Laurie Kenward

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Education Council / Curriculum Committee Representative

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Dean / Director: Dr. Mike Tarko

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Acting Registrar: Brenda Walton