Course Name: Practicum

Department Head/Coordinator: Helen Roberts  Effective Date: January 2015

Course History:

School or Centre: Office, Legal, and Medical Administration
Department: Office, Legal, and Medical Administration
Year of Study: 1st Year Post-secondary

Revised Course
Name of Replacing Course (if applicable):
Course Number: MEDC 1220
Number of Credits: 2.0

Course Pre-requisites (if applicable):
MEDC 1210, MEDC 1121, MEDC 1130, MEDC 1131, MEDC 1132, MEDC 1133, MEDC 1134, MEDC 1212, MEDC 1213, MEDC 1215, MEDC 1216, MEDC 1219, MEDC 1242 and MEDC 1246

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)
☐ No  ☑ Yes (details below):

Course Description:

This course is designed to provide work experience in an authentic workplace setting. Students are placed in an established medical office or private transcription agency so they may continue developing their professional competencies. The practicum gives them the opportunity to learn from sector professionals and deepen their understanding of the field of medical transcription within the larger healthcare context.
Instructional Strategies:
Instructional strategies include mentoring, hands-on practice, guided participation, and reflective practice.

Course Learning Outcomes:
Upon successful completion of this course, students will be able to:

1. Accurately and efficiently transcribe medical reports.
2. Effectively use hard and electronic resources to perform medical transcription duties.
3. Demonstrate excellent proofreading and editing skills.
4. Demonstrate strong oral and written English communication skills.
5. Demonstrate excellent spelling, grammar, and punctuation skills.
6. Competently and effectively operate medical transcription equipment and relevant software.
7. Demonstrate proficiency in computer and keyboarding skills.
8. Display confidence, initiative and critical thinking performing transcription duties.
9. Maintain high professional standards of integrity and confidentiality.
10. Work effectively as team members.

Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

1. Accurately and efficiently transcribe medical reports.
2. Effectively use hard and electronic resources to perform medical transcription duties.
3. Demonstrate excellent proofreading and editing skills.
4. Demonstrate strong oral and written English communication skills.
5. Demonstrate excellent spelling, grammar, and punctuation skills.
6. Competently and effectively operate medical transcription equipment and relevant software.
7. Demonstrate proficiency in computer and keyboarding skills.
8. Display confidence, initiative and critical thinking performing transcription duties.
9. Maintain high professional standards of integrity and confidentiality.
10. Work effectively as team members.
### Evaluation/Grading System

(Click on drop down box arrows to see list of options)

<table>
<thead>
<tr>
<th>Grading System</th>
<th>Specify if ‘Other’</th>
<th>Specify Passing Grade</th>
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</thead>
<tbody>
<tr>
<td>Satisfactory/Unsatisfactory</td>
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### Components and Weighting of the Assessment/Evaluation Plan:

(Click on drop down box arrows to see list of options)

<table>
<thead>
<tr>
<th>Type</th>
<th>Percentage</th>
<th>Evaluation Plan</th>
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<tbody>
<tr>
<td>Practicum</td>
<td>100</td>
<td>Instructor observations during site visit, and performance assessment by practicum host</td>
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Total 100

### Learning Environment/Type

(Select all that are used within the course)

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<tr>
<th>Instruction Type</th>
<th>Hours Per Instruction Type</th>
<th>Comments</th>
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<tbody>
<tr>
<td>P - Practicum</td>
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Enter Total Hours 50

### Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.
Course Topics and Sequence Covered:

- Transcription software use
- Client profile analysis
- Specialty transcription
- Feedback application

VCC Education and Education Support Policies

There are a number of Education and Education Support policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at: http://www.vcc.ca/about/governance--policies/policies/

To find out how this course transfers, visit the BC Transfer Guide at www.bctransferguide.ca.

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| Date Approved by Education Council | Date Approved by VCC Board (if applicable) |