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HLUC 1105: Order Processing Foundations

EFFECTIVE DATE

September 2021

DEPARTMENT

Health Unit Coordinator

DESCRIPTION

This course builds on concepts from the first term and provides students with foundational skills and knowledge required to transcribe prescriber orders onto forms such as the kardex and the medication administration record (MAR). Students will create and use their own resources to complete tasks accurately and safely on electronic or paper health records. Students will continue to develop their knowledge of the role and responsibility of the health unit coordinator (HUC) to facilitate patient/client admissions, transfers and discharges in the healthcare setting.

CREDITS

3.0

YEAR OF STUDY

1st Year Post-secondary

PREREQUISITES

HLUC 1050 Practicum 1

COREQUISITES

HLUC 1115 Lab Foundations 1

COURSE LEARNING OUTCOMES

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

- Explain the components, classification and duration categories of prescriber's orders.
- Demonstrate procedures to accurately process prescriber's orders using patient health records.
- Differentiate between the various health records, including electronic and paper based systems.
- Identify the different types of orders, and related terminology, utilized in acute care.
- Apply information literacy skills, such as problem solving and critical thinking, when processing orders.
- Describe when to communicate with health care team members and departments as required to safely process orders.
- Demonstrate procedures required to complete patient admissions, transfers and discharges.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 30

Lab: 40

INSTRUCTIONAL STRATEGIES

Classroom, simulation, guided discussions, demonstrations, group activities, and skill building exercises using case studies.

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

B-=68%

EVALUATION PLAN

Type	Percentage	Assessment activity
Quizzes/Tests	35	Short answer quizzes/tests on the kardex and MAR use.
Exam	35	1 midterm case study exam.
Project	30	Create personal resources (as per rubric) and demonstrate information literacy skills.

COURSE TOPICS

- Foundations to process on the:
Kardex

Medication Administration Record (MAR):

Pharmacology categories and medications review

New, changed , discontinued prescribed orders

Hold, stat, reordered medications

As needed (PRN), routine/scheduled medication orders

Preprinted orders (PPO)

Related abbreviations and medical terminology to all topics including admission, transfers and discharges.

LEARNING RESOURCES

Gyls, B. A., & Masters R. (2019). Medical terminology simplified: A program learning approach by body system. F. A. Davis Company. (latest edition) Resources are items which the student is responsible for purchasing as identified by the department/instructor.

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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