

# Minnesota State College Southeast

## MEDS 1240: Health Unit Coordinator

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is designed to give the student the necessary skills required to manage the nonclinical tasks of the nursing unit. Students will transcribe doctors' orders, diagnostic test values, vital signs; coordinate scheduling of patients' tests and diagnostic procedures; schedule radiologic procedures that require patient preparation; maintain daily census sheet; handle all telephone communication for the unit; prepare consent forms; set priorities and organize the workload of the nursing unit. (Prerequisite: MEDS1210 or concurrent) (3 credits: 3 lecture/0 lab)

**B. COURSE EFFECTIVE DATES:** 09/12/2000 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Customer Service Skills
2. Transcription of written doctor orders to a nursing kardex
3. Preparing consent forms for patients
4. Maintaining the patient's itineraries

#### **D. LEARNING OUTCOMES (General)**

1. Define purpose of a Kardex file
2. Record telephoned physicians' orders
3. Correct errors on a chart form
4. Prepare a surgery consent form
5. Transcribe a nursing observation order
6. Utilize military time
7. Transcribe intestinal elimination orders
8. Maintain a standard supply list
9. Demonstrate assertive behavior
10. Define patient confidentiality
11. List effective listening skills
12. Define steps in recording a telephone message
13. Demonstrate the use of communication devices
14. Identify medical specialist and specialty
15. Identify diagnostic, therapeutic, support and operational services
16. Analyze and define medical terms
17. Identify standard chart forms
18. Transcribe orders from various different ancillary department as well as specialty areas and nursing orders

#### **E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

None noted