

# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



## COURSE OUTLINE

**COURSE TITLE:** Patient Preparation

**CODE NO. :** HOA130 **SEMESTER:** 13F

**PROGRAM:** Health Office Administrative Support

**AUTHOR:** Laurie Poirier

**DATE:** Fall2013 **PREVIOUS OUTLINE DATED:** Spring 2013

**APPROVED:** "Laurie Poirier" Fall 2013

	CHAIR	DATE
<b>TOTAL CREDITS:</b> 2		
<b>PREREQUISITE(S):</b> N/A		
<b>HOURS/WEEK:</b> 15 hour course – 1 weekend		

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*School of Continuing Education*  
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**I. COURSE DESCRIPTION:**

This course has been designed to acquire the knowledge and skills to prepare a patient for examination. Skills include measuring vital signs, height and weight. Students will learn positioning, draping and specimen collection. Infection control, disease prevention and safety are emphasized.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Understand the principles of infection control and asepsis.  
Potential Elements of the Performance:
  - discuss infectious disease and disease transmission
  - explore the concept of infection control
  - explain universal precautions
  - define, compare and contrast medical and surgical asepsis
  - demonstrate proper hand washing techniques
  - discuss disposal of soiled items
2. Prepare a client for examination.  
Potential Elements of the Performance:
  - demonstrate the proper procedures for transfer, positioning and draping a client for examination.
3. Accurately measure vital signs.  
Potential Elements of the Performance:
  - demonstrate the procedures for temperature, pulse, respirations, height and weight
4. Complete parts of the health history.  
Potential Elements of the Performance:
  - demonstrate recording identifying information (name, address, telephone, health insurance number)
  - demonstrate appropriate recording of vital signs
5. Understand common specimen collection requirements  
Potential Elements of the Performance:
  - list common specimen collection procedures

- discuss the procedures for specimen collection
- 6. Perform set-up of a specimen and procedural tray.  
Potential Elements of the Performance:
  - state the common types of tray used for specimen collection and procedures
  - demonstrate the appropriate methods of setting up a tray for specimen collection and procedure

### III. TOPICS:

1. Infection control
2. Universal precautions
3. Asepsis
4. Hand washing
5. Client preparation for examination
6. Health history
7. Vital signs
8. Transfer
9. Positioning and draping
10. Common specimen collection procedures (urine, throat, nose, wound, sputum, stool, blood)
11. Procedural trays.

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Handouts will be given.

### V. EVALUATION PROCESS/GRADING SYSTEM:

The following semester grades will be assigned to students in post-secondary courses:

Lab practice	-	S or U
Post Lab Quizz	-	60% = S or U

Students must receive a satisfactory (S) grade for both the lab practice and post lab quiz to successfully complete this course.

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	
A	80 – 89%	4.00
B	70 - 79%	3.00

C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

## VI. SPECIAL NOTES:

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

## VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.