New Course Request

Indiana University  Indianapolis  Campus

Check Appropriate Boxes:  Undergraduate credit ☐  Graduate credit ☑  Professional credit ☐

1. School/Division  Informatics
2. Academic Subject Code  INFO
3. Course Number  1584  (must be cleared with University Enrollment Services)  4. Instructor  Josette Jones
5. Course Title  Practicum in Health Information Technology
   Recommended Abbreviation (Optional)  
   (Limited to 32 Characters including spaces)
6. First time this course is to be offered (Semester/Year):  Spring 2010
7. Credit Hours: Fixed at 3 or Variable from to
8. Is this course to be graded S-F (only)? Yes ☐  No ☑
9. Is variable title approval being requested? Yes ☐  No ☑
10. Course description (not to exceed 50 words) for Bulletin publication:  This course provides an opportunity for the learner to synthesize all previous coursework and to demonstrate beginning competency in Health Information Technology (HIT) applications. The course employs an application focus in which the learner demonstrates comprehension, critical thinking, and problem-solving abilities within the context of a real-world environment.

11. Lecture Contact Hours: Fixed at 0 or Variable from to
12. Non-Lecture Contact Hours: Fixed at 3 or Variable from to
13. Estimated enrollment: 25 of which 0 percent are expected to be graduate students.
14. Frequency of scheduling: F/S  Will this course be required for majors? Yes ☑
15. Justification for new course:  Development of additional courses in Health Information Technology Certificate programs
16. Are the necessary reading materials currently available in the appropriate library? Yes ☑
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: 
Department Chairman/Division Director  Date  8/15/10

Dean of Graduate School (when required)  Date  

Approved by:  
Chancellor/Vice-President  Date  8-20-10

University Enrollment Services  Date  

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724  University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
Course Information

- Credit Hours: 3.0
- Placement in the Curriculum:
  - Required course for Clinical Informatics Certificate
  - Required for Health Information Technology Certificates
- Prerequisites: Graduate standing or permission of instructor
- Co-requisites: none

Faculty: TBA

Course Description (50 words): This course provides an opportunity for the learner to synthesize all previous coursework and to demonstrate beginning competency in Health Information Technology (HIT) applications. The course employs an application focus in which the learner demonstrates comprehension, critical thinking, and problem-solving abilities within the context of a real-world environment.

Rationale: The practicum provides the student field experience under supervision of a professional expert in a health information technology setting that is consistent with the student’s area of study and career goals. The practicum consists of a minimum of 180 non-lecture contact hours.

Educational Objectives:

1. Function as an active participant in a professional health informatics role.
2. Identify strategies that can be used to manage information technology change.
3. Integrate the leadership roles of communicator, systems thinker, and decision maker within a health care organization.
4. Assess health and information science theory used in the practice settings for HIT readiness.
5. Analyze the health informatics leadership role in the delivery of clinical services across the health care enterprise.
6. Evaluate the organization’s use of health information systems to support data driven decision making.
7. Synthesize the extent that research guides health informatics practice.

Teaching/Learning Strategies:

Supervised mentorship
- Assigned and independent reading, informed class participation (online format), organizational assessment, guided practice experience.
Required Text:

Shortliffe, EH; & Perreault, L.E Medical Informatics: Computer Applications in Health Care and Biomedicine (6th ed.). Heidelberg: Springer Verlag.

Selected readings: These will change in order to include the most up-to-date articles. List of the articles and/or the book chapters will be announced at the beginning of each practicum and as the practicum evolves.

Evaluation and Grading

- Participate in online practicum seminar: 10%
- Preceptor evaluation: 20%
- Organizational Assessment for HIT (report): 20%
- HIT application project with written summary and analysis: 50%

The final grade for the class will be based on the performance in these categories.

Grading scale:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Grade</th>
<th>Point Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 – 100%</td>
<td>A+</td>
<td>80 – 82%</td>
<td>B-</td>
</tr>
<tr>
<td>93 – 96%</td>
<td>A</td>
<td>77 – 79%</td>
<td>C+</td>
</tr>
<tr>
<td>90 – 92%</td>
<td>A-</td>
<td>70 – 76%</td>
<td>C</td>
</tr>
<tr>
<td>87 – 89%</td>
<td>B+</td>
<td>69% and below</td>
<td>F</td>
</tr>
<tr>
<td>83 – 86%</td>
<td>B</td>
<td></td>
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</tr>
</tbody>
</table>

Graduate students must have no grade lower than C.

Practicum Guidelines

Student’s Role:

- Propose health informatics practicum goals and objectives that articulate personal learning needs. Schedule faculty contact for discussion by the end of the first week of the semester.
- Identify potential site and select a potential preceptor in consultation with course faculty based on informatics practicum goals and objectives.
- Schedule and complete an interview with potential preceptor agreed upon by the course faculty.
- Negotiate the following for a final learning contract with your preceptor:
  - Prioritize objectives;
  - Approximate the number of hours needed to complete each objective;
  - Make changes in objectives based on the organizations and the preceptor’s specific needs, resources and constraints;
  - Identify the types of resources the student will need from the preceptor or agency for each objective, such as: regular meeting time for discussion; assistance in locating or gaining access to organizational resources; introduction to key members of the organization; others as needed.
• Determine the method of evaluation for each objective, such as: student discussion with preceptor; student diaries or written reports to preceptor; student presentations to health care providers and/or preceptor.
• Participate weekly in online informatics practicum seminar discussions;
• Complete a project in collaboration with preceptor, including a formal presentation as part of the online practicum seminar and written analysis of the project;
• Implement and complete student learning contract that includes passing evaluation by preceptor and faculty;
• Notify course faculty of any problems developed during practicum, related to completion of learning goals with possible solutions or alternatives.

Faculty’s role:
• Review the student’s proposed goals and objectives.
• Discuss potential practicum placement sites with students.
• Provide syllabus and role expectation information to students and preceptors throughout practicum.
• Assist in informatics practicum placements in conjunction with students as necessary.
• Verify the site contracts if appropriate.
• Review learning contracts and objectives during the first week of the informatics practicum semester.
• Facilitate seminars with students during semester.
• Maintain contact with preceptor during practicum concerning student’s progress and visit sites as possible.
• Problem-solve student/preceptor issues as appropriate.
• Identify formal online presentation dates and formats.
• Collect and review final student projects.
• Collect evaluation forms from preceptors.

Preceptor’s Role:
• Review the student’s proposed goals and objectives and revise as necessary to fit the needs, capabilities and constraints of the organization.
• Negotiate the type of activity you will provide for the student concerning each objective (example: discussion of project or role for teaching or analysis; coordination to direct them to proper resources, supervision in terms of approving or guiding student’s work).
• Negotiate the evaluation method, i.e., how the student will demonstrate competency (through regular discussion with preceptor, formal presentation to group, written report, etc.).
• Complete written learning contract with student
• Serve as role model, resource, and guide learning experiences for the student;
• Negotiate student’s schedule for completion of practicum.
• Evaluate student.
• Communicate with course faculty regarding student’s performance during the practicum;
• Provide ongoing feedback to student during practicum on progress toward completion of learning objectives;
• Notify course faculty of any problems or concerns during the practicum;
• Provide a written grade of Satisfactory/Unsatisfactory for each student objective. Note: If organizational barriers have prevented the student from completing one or more objectives, comments to that effect will be helpful.
• Complete preceptor’s evaluation forms and return to course faculty.

POLICIES for ATTENDANCE & ASSIGNMENTPROJECT DEADLINES

1. **Missing class course chat time WILL affect your grade.** Students are allowed two (excused or unexcused) absences before their grade will be affected. In other words, whether you are sick or have personal problems or issues for missing practicum, it will amount to the same. Missing practicum means you do not show for the whole or majority of the session. The grade reduction policy works in this way.
   a. On the third missed practicum time your final grade will drop 5 points (regardless of the reason).
   b. On the fourth missed practicum time your final grade will drop 10 points (regardless of the reason), and 5 additional points thereafter for each additional practicum missed.

2. **Responsible for due dates and related materials:** All due assignments are the students’ responsibility. If practicum is missed, the student is still responsible for the assignment. ALL assignment deadlines are outlined in the faculty approved contract between the preceptor and student.
   a. All assignments must be ready to hand in or email at the designated time and place as stated in the contract.
   b. All assignments handed in late will be reduced 10 points for every day late (24 hrs. from the due date and time). For example, if the assignment is due at 6PM on the due date and it is post-marked 6:01PM, it will be reduced automatically by 10 points.
   c. Incompletes will NOT be issued except under very extreme personal conditions that have been reviewed by the instructor and in some cases in consultation with the Dean's Office.

UNIVERSITY POLICIES

1. **University Attendance Policy:** Attendance is required. The University regulations state: "Students are expected to be present for every meeting of the classes (including practicum) in which they are enrolled." IUPUI faculty is required to submit to the office of the Register a record of student attendance through the semester, on which they will take action if the record conveys a trend of absenteeism. As a result, ATTENDANCE WILL BE TAKEN IN ALL CLASSES. An Attendance sheet will be passed out in class for each student to sign their name. If you do not sign your name while in class you will be marked absent. The instructor is not expected to remember who attended when, so signing the sheet while in class is important. Signing the attendance sheet for another student is absolutely prohibited. Any student found doing so will be in violation of university policies on ethics and/or conduct.

2. **Bringing your children to class/practicum:** University Policy states that: "Children are not permitted to attend practica with parents, guardians, or childcare providers. This conduct
has the effect of unreasonably interfering with an individual's work or academic performance creating an offensive learning environment." "A student must not violate course rules as contained in a course syllabus, which are rationally related to the content of the course or to the enhancement of the learning process in the course." [Code of Student Rights, Responsibilities, and Conduct, page 291]

3. **Academic Dishonesty I Integrity I Plagiarism:** Using another student's work on a project or assignment, cheating on a test, test or any other form of dishonesty or plagiarism will result in a grade of zero on that assignment and possibly an "F" in the course, and will be referred to the Dean of Students. All students should aspire to high standards of academic honesty. This class encourages cooperation and the exchange of ideas. For further reference, students may see:

   http://www.iupui.edu/~resgrad/grad/academic_misconduct_curriculum_subcommittee.rtf.
   - and -
   http://life.iupui.edu/dos/code.htm

4. **Values and ethics:** Profanity or derogatory comments about or towards the instructor or any member of the class will NOT be tolerated. Violating this rule will result in a warning and if the offense continues, administrative action will be taken.

5. **Code of Student Rights, Responsibilities and Conduct:** All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct of IUPUI. (Students can access www.iupui.edu/code for further information regarding the above points)

6. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course. Students with learning disabilities must provide written verification for this policy to be recognized.

*If you need any special accommodation due to a disability, Please contact Adaptive Education Services at 274-3241. The office is located in CA 001E.