



CQES: Center for Quality Eldercare Services
8020 W. Sahara Ave. #235 Las Vegas, NV 89117
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Course Syllabus
107: Advanced Documentation
2014

Subject: Advanced Documentation
Day(s): 1 Days
Time(s): 9A – 2:30P

Course Description:

Advanced Documentation develops a thorough ability to document observable signs and symptoms of residents in the residential community. This study will assist the student to identify appropriate techniques and acceptable formats for documentation.

Course Objectives:

After Completing this Course the Student will:

1. Explain the purpose of reporting and documentation
2. Describe the techniques for documenting and reporting
3. Explain the importance of observing changes and appropriate observation procedures
4. Identify and explain the necessity of reporting acute signs and symptoms to the healthcare team
5. List inappropriate and appropriate documentation procedures to avoid legal action

Course Requirements:

1. **Maintain a three-ringed binder that will contain the course syllabus, class notes, handout, returned papers and all other related materials.**
2. **There will be no excused absences; student must re-schedule class if he cannot attend class.**
3. **Students must complete all reading and written assignments as/when instructed.**
4. **Students must wear scrubs and closed-toed shoes with no heel.**
5. **Student must bring a Gait Belt for classroom clinical instruction (For Caregiving Class only).**

Grading Policy:

If Student does not earn at least a 75% on the final course exam, they will be required to study, and re-take the exam, prior to receiving their Certificate of Completion.

Progress Reports:

Instructor will submit a daily progress report for each student on:

- 1. Professional Appearance (Scrubs)**
- 2. Missing Assignments**
- 3. Absent or Late and for what Reason**
- 4. Works Well With Others**
- 5. Participation in Class Discussions**
- 6. Quality of Work**
- 7. Legible Writing**
- 8. Making Progress as Day Continued**
- 9. Attentive to Instruction**
- 10. Areas that Needs Improvement**
- 11. Overall Grade for Class Objectives**

Class Format:

Instruction, Lecture & Video Formats will be followed. All students are expected to participate in any class discussions, small group work or any other method of communication and interchange used by the instructor.

Textbooks:

107: Advanced Documentation and Charting