

Last name of instructor (Semester Year)

## California State University, Sacramento

### CLINICAL METHODS: REPORT WRITING

CSAD630 - 1 unit

Summer 2020 (AUD-1)

#### **COURSE FACULTY**

**Course Instructor:**

**Folsom Hall office #:**

**Office Phone:**

**Office Hours:**

**E-mail address:**

#### **REQUIRED CLASS MEETINGS TIMES**

Days and times:

Building: Folsom      Room #:

#### **REQUIRED TEXTS**

Ramachandran, V., & Stach, B.A. (2013). *Professional communication in audiology*. Plural Publishing.

#### **OPTIONAL TEXTS**

#### **COURSE WEBSITE**

<https://sacct.csus.edu>

SacCT will be used as the learning management site for dissemination of course readings, handouts, slides, assignments, announcements, and tests/quizzes. The course faculty will have materials posted to SacCT at least 48 hours before class.

#### **Instructor Communication and Response Time**

Faculty strive to have open communication with students both within and outside of the classroom. Students are encouraged to contact faculty to discuss questions about the course. Responses to telephone or e-mail messages will usually be transmitted within 48 hours during regular working hours. If you do not have a response within this time period, please check your contact methods and resend the message. Faculty will generally respond to student questions received during evenings and weekends once they are back in the office during regular business hours.

**\*Please be aware that all content for this course is the property of the course faculty who have created it and can only be used for this course. Those wishing to use the materials outside of this course must receive written permission from the author/creator.**

#### **GENERAL COURSE INFORMATION**

#### **PRE-REQUISITES**

Admission to Doctor of Audiology program; CSAD610, CSAD620

#### **CO-REQUISITES**

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CSAD630C

## COURSE DESCRIPTION

### Overview

This methods course's focus is on reporting writing and professional communication in audiology. Students will learn about privacy considerations, electronic medical records, structures of clinical reports, and principles of report writing. Students will gain experience writing mock case reports, which will be critiqued and evaluated by clinical faculty.

### Approved Course Description (from CSUS Course Catalog)

Principles of clinical report writing. Foundations of professional writing and recordkeeping for the diagnostic and rehabilitative processes. Writing requirements for practicum experiences will be discussed.

### WHY IS THIS COURSE IMPORTANT?

This methods course is important for learning how to effectively and professionally write clinical reports. Report writing is a necessary skill for all clinical settings.

### UNIVERSITY LEARNING GOALS

	1 Disciplinary knowledge	2 Communication	3 Critical thinking/analysis	4 Information literacy	5 Professionalism	6 Intercultural/global perspectives	7 Research
Addressed by this course	X	X	X	X	X	X	X

### GRADUATE LEARNER OUTCOMES

Mastery of each student-learning outcome listed below is indicated by a grade of B or better on each component of the corresponding measures listed in the table. Students are required to track their progress towards meeting each learning outcome and must make an appointment with the instructor for any grade equal to or less than a B. The instructor will suggest strategies to help you establish competence and knowledge in these areas.

Students should track their progress towards meeting each learning outcome by listing their grades on the table below over the course of the semester.

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

1. Give examples of other health professionals with whom audiologists may communicate
2. Review guidelines for privacy and patient information, including information stored electronically
3. Report case history, otoscopy, immittance, and audiometry results
4. Present a case report for a patient seen in clinic

Graduate Learner Outcome	Component Indicating Competence
1-3	Class activity (100%)
1-3	Quizzes (100%)

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4	Case report presentation (100%)
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## **COURSE/CLASS POLICIES**

### **Course Format**

Seminar

### **Class Preparation:**

All required readings are for the date listed in the course schedule, not the following class period. Students are responsible for all assigned readings, whether discussed in class or not.

### **Class Participation:**

Students are expected to actively participate in class discussions and are required to have read the assigned material prior to class meetings.

### **Class Attendance:**

Classroom attendance is necessary for this course. No more than three unexcused absences are allowed. Students are expected to arrive on time as class begins at X:XX am/pm.

### **Class Assignments**

Course grades will be based on quizzes, a case report presentation, and graded class activities.

### **Case Report Presentation**

Students will develop a presentation on a patient seen in clinic during the spring semester. The case report presentation should include examples of how to document and report the findings of the audiologic evaluation.

### **Quizzes**

Quizzes will be administered in class on the date listed in the course schedule.

### **Commitment to Integrity**

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

### **Sac State's Academic Honesty Policy & Procedures**

"The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades." Read more about Sac State's Academic Honesty Policy & Procedures at the following website: <http://www.csus.edu/umannual/AcademicHonestyPolicyandProcedures.htm>

Definitions: At Sac State, "cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means."

"Plagiarism is a form of cheating. At Sac State, "plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution." Source: Sacramento State University Library

Note: Any form of academic dishonesty, including cheating and plagiarism, shall be reported to the office of student affairs.

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### **Understand When You May Drop This Course**

It is the student's responsibility to understand when he/she need to consider disenrolling from a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons include: (a) documented and significant change in work hours, leaving student unable to attend class, or (b) documented and severe physical/mental illness/injury to the student or student's family. Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if there is a compelling extenuating circumstance. All incomplete course assignments must be completed in accordance with the department's policy.

### **Accommodations**

Inform your instructor of any accommodations needed. If you have a documented disability and verification from the Office of Services to Students with Disabilities (SSWD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation before classes start. SSWD is located in Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) or (916) 278-7239 (TDD only) or via email at [sswd@csus.edu](mailto:sswd@csus.edu)

### **Course Requirement Grading**

<b><u>Activity</u></b>	<b><u>Points Available</u></b>
Quizzes (10 points each x 5)	50
Case report presentation	100
Class activities	50
<b><u>TOTAL COURSE POINTS AVAILABLE</u></b>	200

### **Overall Percentage Needed**

Note: A grade of "B" or higher is required to count toward the minimum number of units needed to advance to candidacy.

<b><u>Grade</u></b>	<b><u>Percentage</u></b>
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	< 60%

### **COURSE SCHEDULE OF LECTURE TOPICS AND EXAMS**

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Date	Topic	Assignment or quiz due
5/30	Course overview	
6/6	Health care professionals	Ramachandran & Stach- Ch. 1
6/11	Receiving referrals	Ramachandran & Stach- Ch. 2
6/18	Communication in clinical settings	Matthews, J.J. (1983). The communication process in clinical settings. <i>Social Science Medicine</i> , 17(18), 1371-1378.
6/25	Privacy	<a href="https://www.hhs.gov/hipaa/for-professionals/index.html">https://www.hhs.gov/hipaa/for-professionals/index.html</a>  <a href="https://www.healthit.gov/providers-professionals/patient-consent-electronic-health-information-exchange/health-information-privacy-law-policy">https://www.healthit.gov/providers-professionals/patient-consent-electronic-health-information-exchange/health-information-privacy-law-policy</a>
7/2	Electronic medical records	Ozair, F.F., Jamshed, N., Sharma, A., & Aggarwal, P. (2015). Ethical issues in electronic health records: A general overview. <i>Perspectives in Clinical Research</i> , 6(2), 73-76.
7/9	Reporting case history information	Wilson, J. (2006). Strategies for effective audiological case presentation. <i>Advance for Audiology</i> .
7/16	Reporting immittance and audiometry information	Wilson, J. (2006). Strategies for effective audiological case presentation. <i>Advance for Audiology</i> .
7/23	Reporting recommendations	Ramachandran & Stach- Ch. 3
7/30	Verbal communication and reports	Ramachandran & Stach- Ch. 4-5
8/6	Documenting	Ramachandran & Stach- Ch. 6
8/13	SOAP notes and letters	Ramachandran & Stach- Ch. 7
8/19	Presentations	

Please note that dates, topics, and assignments are subject to change.