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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Tıbbi Sekreterlik** | |  | 2 | 2+0 | 2 | 3 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Alan Seçmeli | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Tıbbi sekreter olabilmek için gerekli olan bilgi ve becerilerin kazandırılması. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1.Tıbbi sekreter olabilmek için gerekli bilgilerin kazandırılması.  2.Hastalarla etkin iletişim kurma yollarının kazandırılması.  3.Bürolarda işi basitleştirme ve verimli olmak için gerekli tekniklerin öğretilmesi.  4.Hasta kaydında halkla ilişkiler çerçevesinde davranma becerisinin kazandırılması | | | | | | | Dersin İçeriği | Hasta dosyası ve arşivi, mesleki yazışma kuralları, görgü ve protokol kuralları, hastane bilgi sistemi, hastanelerde ve yataksız tedavi kurumlarında kullanılan tıbbi dökümanlar, formlar ve belgeler, temel bilgisayar kullanımı, elektronik dosyalama, sağlık işletmelerinde halkla ilişkiler, sağlık işletmelerinde iletişim. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Hasta Dosyası ve Arşivi | | | | | | | 2 | Hasta Dosyası ve Arşivi | | | | | | | 3 | Mesleki Yazışma Kuralları | | | | | | | 4 | Görgü ve Protokol Kuralları | | | | | | | 5 | Hastane Bilgi Sistemi | | | | | | | 6 | Hastane Bilgi Sistemi | | | | | | | 7 | Hastanelerde ve Yataksız Tedavi Kurumlarında Kullanılan Tıbbi Dökümanlar, Formlar ve Belgeler | | | | | | | 8 | Temel Bilgisayar Kullanımı | | | | | | | 9 | Elektronik Dosyalama | | | | | | | 10 | Sekreterlik Mesleği | | | | | | | 11 | Sağlık İşletmelerinde Halkla İlişkiler | | | | | | | 12 | Sağlık İşletmelerinde İletişim | | | | | | | 13 | Sağlık İşletmelerinde İletişim | | | | | | | 14 | Sağlık İşletmelerinde İletişim | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Ataklı, A. ve Kaplan, A. (2016). Tıbbi Dökümantasyon ve Sekreterlik. Güneş Tıp Kitapevleri. Ankara. | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | | |  | **PÇ1** | | **PÇ2** | **PÇ3** | | **PÇ4** | **PÇ5** | | **PÇ6** | **PÇ7** | | **PÇ8** | **PÇ9** | | **PÇ10** | **PÇ11** | | **ÖÇ1** | 5 | | 3 | 3 | | 2 | 5 | | 4 | - | | 4 | 4 | | - | - | | **ÖÇ2** | 5 | | 3 | 3 | | 2 | 5 | | 4 | - | | 4 | 4 | | - | - | | **ÖÇ3** | 5 | | 3 | 3 | | 2 | 5 | | 4 | - | | 4 | 4 | | - | - | | **ÖÇ4** | 5 | | 3 | 3 | | 2 | 5 | | 4 | - | | 4 | 4 | | - | - | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | | **Katkı**  **Düzeyi** | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | **PÇ11** | | **Tıbbi Sekreterlik** | 5 | 3 | 3 | 2 | 5 | 4 | - | 4 | 4 | - | - | |