



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

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|--|---|---|------------|--|---|----------------------------------|---|------------|---|
| Course Title | | Health Team Work | | | | | | | |
| Course Code | | AN003 | | Course Level | | Short Cycle (Associate's Degree) | | | |
| ECTS Credit | 3 | Workload | 76 (Hours) | Theory | 2 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | | How should team work in health services be, what is crisis and how to manage crisis? | | | | | | | |
| Course Content | | Team concept and definition, causes of team building, team structure and processes, definition and characteristics of crisis, ordinary basic concepts about extrinsic situations, extraordinary situation management, decision making in health institutions and problem solving process, Team Work in Health Institutions and Conflict Management. | | | | | | | |
| Work Placement | | N/A | | | | | | | |
| Planned Learning Activities and Teaching Methods | | | | Explanation (Presentation), Discussion, Case Study | | | | | |
| Name of Lecturer(s) | | | | | | | | | |

Assessment Methods and Criteria

| Method | Quantity | Percentage (%) |
|---------------------|----------|----------------|
| Midterm Examination | 1 | 40 |
| Final Examination | 1 | 70 |

Recommended or Required Reading

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| 1 | Teamwork - ATUDER |
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| Week | Weekly Detailed Course Contents | |
|------|---------------------------------|--|
| 1 | Theoretical | Introduction to the course; Introduction, Aims and Learning Objectives |
| 2 | Theoretical | Team and group concepts, definitions |
| 3 | Theoretical | Reasons for team building |
| 4 | Theoretical | Team structure and processes |
| 5 | Theoretical | Team structure and processes |
| 6 | Theoretical | Definition and characteristics of crisis |
| 7 | Theoretical | Basic concepts about extraordinary situations |
| 8 | Theoretical | Disorder management |
| 9 | Intermediate Exam | Midterm Exam |
| 10 | Theoretical | Decision making and problem solving process in health institutions |
| 11 | Theoretical | Decision making and problem solving process in health institutions |
| 12 | Theoretical | Teamwork and Conflict Management in Health Institutions |
| 13 | Theoretical | Teamwork and Conflict Management in Health Institutions |
| 14 | Theoretical | Teamwork and Conflict Management in Health Institutions |
| 15 | Theoretical | Teamwork and Conflict Management in Health Institutions |

Workload Calculation

| Activity | Quantity | Preparation | Duration | Total Workload |
|---|----------|-------------|----------|----------------|
| Lecture - Theory | 14 | 3 | 2 | 70 |
| Midterm Examination | 1 | 2 | 1 | 3 |
| Final Examination | 1 | 2 | 1 | 3 |
| Total Workload (Hours) | | | | 76 |
| [Total Workload (Hours) / 25*] = ECTS | | | | 3 |
| *25 hour workload is accepted as 1 ECTS | | | | |

Learning Outcomes

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|---|--|
| 1 | To know the concept of team and group and to distinguish between them. |
| 2 | To know the reasons and processes of team building |



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| 3 | Evaluating the crisis by knowing the definition and characteristics of the crisis |
| 4 | To know team work and conflict management in health institutions |
| 5 | know the team spirit v. |

Programme Outcomes (Medical Documentation and Secretarial Practices)

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|----|---|
| 1 | Write and pronounce medical terms correctly. |
| 2 | Collect data of medical statistics and report the results periodically after analyzing them scientifically. |
| 3 | Learn basic structure of human body and important system diseases. |
| 4 | Know principles and rules of medical secretaryship. Protect patients' rights and privacy. |
| 5 | Use Turkish and body language in a correct and effective way. |
| 6 | Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques. |
| 7 | Establish verbal and written communication inside the foundation and out of foundation. |
| 8 | Make the coding procedure of diseases and health problems according to existing international classification systems. |
| 9 | Run the counseling services for patients and their relatives. |
| 10 | Solve the problems that are encountered in work life quickly and effectively. |
| 11 | Use the necessary equipment for professional practices such as computer and office devices effectively. |
| 12 | Improve professional knowledge and skills continuously. |
| 13 | Executes any patient registration-documentation processes |
| 14 | Makes archiving operations |
| 15 | Prepares medical documents |
| 16 | Knows Turkish history and Atatürk's revolutions. |
| 17 | Adapt to team work in application areas. |
| 18 | Knows and defines diseases. |
| 19 | Have general information about the world and biological formations. |
| 20 | English speaking writer |

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

| | L1 | L2 | L3 | L4 | L5 |
|-----|----|----|----|----|----|
| P5 | 3 | 1 | 1 | 1 | |
| P9 | 4 | 3 | 4 | 4 | 5 |
| P10 | 5 | 5 | 5 | 4 | 5 |
| P17 | 5 | 5 | 5 | 4 | 5 |

