



# Patient Privacy Course Syllabus



## Developed by

NCSBN Learning Extension  
National Council of State Boards of Nursing (NCSBN), Chicago, IL

## Author



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Julia Aucoin has been working in nursing professional development for over twenty years. As both an academic and a practice educator, she employs creative learning strategies, to make learning fun and make it stick. Currently she is employed as an Assistant Professor of Nursing at University of North Carolina at Greensboro, and is working with both undergraduate and graduate students. Julie maintains a consulting practice as well, focusing on computer-based instruction, NCLEX® performance improvement, and accreditation issues for educators. Julie's nursing degrees are all from Louisiana State University Health Science Center and she has taught in Louisiana, Tennessee, and North Carolina.

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## I. Course Description

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### Course Overview

This course was developed with the National Council of State Boards of Nursing (NCSBN) to provide nurses with the opportunity to learn cultural competence through self-assessment, interaction and skill development in order to improve their effectiveness as nurses, employees and in their own personal relationships.

The course consists of an introduction, 5 course lessons, a glossary, a reference list, Links to Knowledge, and a posttest. Also, within the course are several reflective and interactive exercises where learners can assess their understanding of the material.

### Course Objectives

After completing this course, the learner will be better able to:

- Define privacy legally and morally, using legal and accreditation sources
- Discuss privacy as it relates to the patient's personal information, record, person, and property
- Approach the patient in a manner that demonstrates regard for their privacy
- Advocate for patient privacy with colleagues, families, and other disciplines
- Develop a corrective plan for incidents where privacy rights have been violated

### Logistics

#### *Course type*

This course is subscription-based, self-paced, and not mediated by an instructor.

#### *Time and schedule*

Learners have immediate 24-hour access to the course materials for the entire subscription period of 3 weeks. Learners can access the course from anywhere with an Internet connection and a computer that meets the specified technical requirements by simply entering their username/password to access the course materials.

The course should take no more than 6 hours to complete in total. Learners should follow this syllabus as a guide to the amount of work to be completed each week. However, NCSBN Learning Extension recognizes that some learners may have inflexible schedules due to work or family commitments. This course schedule may be adjusted to meet the needs of the learner.

Extra time will not be given to complete the course.

### *Continuing Education (CE) Credit*

Learners will be given 5.4 continuing education contact hours upon successful completion of the final exam. (Provider Number: ABNP1046, expiration date October 2014)

## Course Materials/Tools

Although an instructor does not facilitate this course, learners will find this course highly engaging and interactive. As you navigate through your continuing education course, connect with other nurses from around the world! Use the [Nurse's Connection](#) to solve problems, discuss topics, or ask questions relating to your courses, or just to chat with other nurses about life and the latest in nursing.

All course materials and exercises are divided by lesson and can be accessed by clicking anywhere on the course tree located on the left side of the screen. Course materials are listed and explained below.

### *Lesson Content*

Readings are presented online. Throughout the text, learners will find key glossary terms, reference links to outside resources (referred to as "Links to Knowledge"), and visual/graphical aids to assist the learner's understanding of concepts presented.

### *Downloadable Workbook*

This workbook should be printed on the first day of study. The workbook download is found under the course "Features" button.

The workbook includes questions related to each lesson of the course that prompt learners to reflect upon learning concepts. This workbook may be required to meet state board of nursing requirements. Learners are encouraged to write their responses directly in the workbook. The (PDF) workbook can be saved to any computer drive and completed at the learner's convenience. **Please open the saved copy each time you would like to add information.** Save it in a folder where you regularly save other documents and you will find it again easily.

### *Posttest*

In multiple-choice format, this test is the final indicator of the learner's understanding of the course material. Questions are based on the required readings. A certificate of completion will be issued once a score of 75% or higher is achieved on the posttest.

### *Course Evaluation*

NCSBN Learning Extension is always looking for ways to improve the course and feedback is extremely important in this effort. Please remember to fill out the [course evaluation form](#) after course completion.

## Prerequisites

Learners must be a student nurse or licensed RN or LPN/LVN.

It is assumed that the learner is familiar with Internet techniques, such as navigating between pages, following hyperlinks and closing browser windows. Learners must have the appropriate hardware and software in order to fully utilize the course features.

## Technology Overview

NCSBN Learning Extension online courses were designed to make learning fun and interactive. Having the appropriate software and hardware will allow the learner to utilize all of the great features of this course.

The GreenLight system requires using Internet Explorer Web browser to access and purchase courses. Pop-up blockers should be turned off and other Internet security software may need to be changed in order for the course to work properly. If necessary, review [technical requirements](#).

## II. Course Policies

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### Privacy Policy

Learners are required to read and abide by the course end-user license agreement, which outlines policies, including the policy regarding usernames and passwords. Specifically, learners are not allowed to distribute their username and password to give others access to the course. Also included in the end-user license agreement is NCSBN's notice of ownership of copyright and the prohibition against distributing course materials to others.

### Extension Policy

Learners are allowed 3 weeks of access to the course materials. Extra time will not be given to complete the course. Technical problems should be resolved by contacting technical support. Refer to the Help section for more information.

Contact Customer Service at [elarning@ncsbn.org](mailto:elarning@ncsbn.org) or call 312.525.3749 for questions regarding these policies.

## III. Assignments & Grading

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Learners are expected to complete the reading assignments, tests, and workbook exercises as listed on the course schedule. In order to receive continuing education credit, learners must only complete the posttest, which is in multiple-choice format. This test is the final indicator of the learner's understanding of the course material. Questions are based on the required readings. A certificate of completion will be issued once a score of 75% or higher is achieved on the posttest. The workbook and online interactive quizzes will not be recorded. Learners are strongly encouraged to utilize all of the features of the course to maximize the learning experience.

Some learners may be referred to the course by their board of nursing for disciplinary reasons. To satisfy requirements, learners may be required to present the certificate of completion, completed workbook, and attendance record directly to their board. Board of nursing officials will notify the learner of any required submissions.

## IV. Course Schedule

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Learners will complete the course materials and accompanying exercises in the order presented below. NCSBN Learning Extension recognizes that some learners may have inflexible schedules due to work or family commitments. This course schedule may be adjusted to meet the needs of the learner.

### Get Started!

Take a mini tour of the course site. Start by reviewing the "Course Tree" on the left. To access a lesson page or test, simply click on its link.

### Introduction

This section will briefly introduce the concept of a patient's right to privacy, and the nurses role in maintaining it.

#### *Reading*

Complete the reading for the Introduction (4 pages).

#### *Workbook Exercise*

Complete reflective exercise: "The Adolescent Patient."

### Section 1: Privacy Requirements

#### *Reading*

Complete the reading Section 1 (8 pages).

#### *Learning Objective*

Define privacy legally and morally, using legal and accreditation sources.

#### *Interactive Exercise*

Complete quiz: "The Prescription" and take a few moments to reflect on the concept.

## Section 2: Patient Privacy Considerations

### *Learning Objectives*

- Discuss privacy as it relates to the patient's personal information, record, person, and property
- Approach the patient in a manner that demonstrates regard for their privacy

### *Reading*

Complete the reading for Section 2 (11 pages).

### *Workbook Exercises*

- Complete exercise: "The Coach"
- Complete exercise: "Marital Privacy"

## Section 3: Personal Health Information

### *Learning Objective*

Discuss privacy as it relates to the patient's personal information, record, person and property.

### *Reading*

Complete the reading for Section 3 (9 pages).

### *Interactive Exercise*

Take "Test Your HIPAA IQ" quiz.

## Section 4: Patient Privacy Advocacy

### *Learning Objectives*

- Develop a corrective plan for incidents where privacy rights have been violated
- Advocate for patient privacy with colleagues, families and other disciplines

### *Reading*

Complete the reading for Section 4 (13 pages).

### *Workbook Exercise*

Complete exercise: "The Patient's Belongings."

### *Interactive Exercises*

- Complete "The Patient has Been Transferred" quiz
- Complete "Appropriate Behavior" quiz
- Complete "Paparazzi Blitz" quiz

## Section 5: Conclusion

### *Reading*

Complete the reading for Section 5 (3 pages).

### *Complete the Posttest*

In order to receive contact hours, learners must complete this multiple-choice exam that tests understanding of the course material. Questions are based on the required readings.

### *Complete the Course Evaluation*

NCSBN Learning Extension is always looking for ways to improve the course and feedback is extremely important in this effort. Please remember to fill out the course evaluation form after course completion.

## V. Getting Help/Office Hours

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### Technical Support

Technical support is available 24/7:

Live Chat: <https://admin.instant-service.com/links/5668/21000>

E-mail: [IS5668\\_21000@is.instant-service.com](mailto:IS5668_21000@is.instant-service.com)

### Customer Service

E-mail: [elearning@ncsbn.org](mailto:elearning@ncsbn.org)

Phone: 312.525.3749 (for general course related or billing questions)

Monday–Friday, 9:00 am–5:00 pm Central