



AHS 128 HEALTH SCIENCE INTRODUCTION **Health Sciences – Allied Health Sciences**

Fall Semester 2009

Catalog Course Description: This course is a study of the core competencies common to numerous health science professions.

Prerequisite(s): AHS 102

Credit Hours: 4 Credits 4 Lec 0 lab

Departmental Website: www.midlandstech.edu/healthsciences

D2L Login Page: elearn.midlandstech.edu

Instructor: Instructor Information Sheet Attached

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Class Schedule: See Instructor Information Sheet

Textbook(s): Introduction to Health Care, 2nd edition, by Joyce Mitchell and Lee Haroun, 2007
What Language Does Your Patient Hurt In?, 2nd edition, by Suzanne Salimbene, 2005

Course Objectives: Upon completion of this course the student will be able to:

1. Demonstrate good thinking skills to enable them to successfully apply what they have learned in class to workplace situations.
2. Explain the importance of listening and basic learning styles (visual, auditory and kinesthetic) when dealing with patients in an educational role.
3. Identify the significance of cultural diversity.
4. Go beyond memorization of facts to solve problems, answer questions and to understand the theory that provides the foundation for their answer.
5. Demonstrate good computer skills through D2L.

Course Outcomes and Competencies:

Course Outcome 1: The student will demonstrate mastery of critical thinking and writing skills necessary to understand Health Care Delivery.

Course Competency: The student will submit an acceptable written report (refer to criteria) which demonstrates competency in the research of a current issue that affects Health Care Delivery Systems and terms necessary to convey to a reader information appropriate to the topic.

Performance Measurement Instrument: Students will obtain a mastery rating on the content and terms section of the report evaluation (See attached rubric).

Course Outcome 2: The student will demonstrate mastery of critical thinking skills necessary to analyze critical Health Care situations and apply the best strategy for safe and effective patient care.

Course Competency: The student will demonstrate mastery through achieving at least a 75% on the final departmental examination.

Performance Measurement Instrument: The student will demonstrate mastery through achieving at least a 75% on the final departmental examination.

Course Attendance:

The quality of your learning experience in this class is determined in large by your active participation in the learning process. Therefore, it is important that you make every effort to attend every class. Students are expected to attend all classes and are responsible for class work, homework, lecture notes, reading assignments, etc., whether or not you are present.

There is no such thing as an "excused absence". On certain occasions, circumstances may arise, such as illness, personal issues or transportation problems that prevent you from attending class. In light of that, the maximum number of absences (no matter what the reason is -such as illness, out of town, etc.) allowed is twice the number of meeting times per week.

Students should not be late to class. Students who come in late interfere with the class presentation and disturb the other students in the class. Likewise, students should not leave in the middle of class or before class is dismissed. If you arrive after the roll has been taken, you will be marked absent. Missing more than 10 minutes of class, (late arrival or early exit), will constitute an absence. It is YOUR responsibility to see the instructor after class on THAT DAY so your absence can be changed to a tardy. Three "tardies" will be counted as one absence.

The student is responsible for keeping up with the number of classes missed.

Absences will be counted beginning with the first day of class

Additional items to consider:

- A. Incompletes are awarded only under extenuating circumstances, such as hospitalization, and require the permission of the instructor. All requests must be properly documented. Normally, the course work must be completed not later than the end of the following term.
- B. The instructor is not required to permit makeup work after the fact and may assign a grade of "0". Submitting makeup work for grades may be permitted at the discretion of the instructor provided you make arrangements with your instructor **prior to the due date** of the assignment in question.
- C. You are responsible for making sure all work reaches the instructor. All assignments should be submitted directly to the instructor; if assignments are submitted in any other way, they must be clearly labeled with the instructor's name.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

Course Requirements: Students must complete all assignments, test and the departmental final exam and the required paper. In addition students will have D2L assignments.

Course Grading:

60% Tests, Quizzes and other assignments per instructor
15% Report
25% Final Examination

Grading Scale:

92-100	A	Superior Work
84-91	B	Good Work
75-83	C	Average Work
0-74	F	Unsatisfactory Work

Classroom Rules/Other:

Mastering the content of this course requires regular attendance in class, consistent study of text material and class notes, and preparation of homework assignments. Students are expected to BE PREPARED FOR and PARTICIPATE in every class meeting. Students are expected to have all assignments completed by the due date.

You are in college. You will be treated and respected as an adult. It is a violation of the MTC Student Code to interfere with the learning process in the classroom. Courteous, attentive behavior is expected at all times. Disruptive behavior in any form will not be tolerated. Students engaged in such behavior will be dismissed from class and subject to disciplinary procedures.

It is expected that all beepers and cellular telephones will be turned off or “set” to the silent mode during class. You may not receive or place telephone calls during class.

No electronic devices will be (including, but not limited to I-pods, MP3 players, etc) will be permitted in class. Tape recorders may be permitted at the discretion of the instructor. A Laptop computer is allowed only if the student uses it to take notes during class.

Be on time! It is inconsiderate to your classmates and disruptive to the class to arrive late. Students are expected to be in their seats ready to start class at the beginning of the class. Leaving during class should only be in case of an emergency. If you know you must leave early, please let the instructor know ahead of time.

Prior to each class, the student should review the previously covered material of the last class period. Additionally, the next chapter should be reviewed, in depth, for complete understanding and class participation.

Tentative Course Topic Outline

Lecture Series	TOPIC	CHAPTER
1	INTRODUCTION	
	Your career in Health Care	CPT1
	Current Health Care Systems and Trends	CPT 2
	Lifestyle Management	CPT 12
	Professionalism	CPT 13
	TEST ONE	1,2,12,13
2	Ethical/Legal	CPT 3
	Controlling costs/Performance Improvement	CPT 22-23
	HIPPA	HANDOUT
	TEST TWO	3,22,23,HIPAA
3	The Patient as an Individual/What Language Does Your Patient Hurt In? *	CPT 15
	The Communication Process	CPT 16
	Written Communication	CPT 17
	Documentation and Medical Records	CPT 19
	TEST THREE	15,16,17,19 *
4	Body Mechanics	CPT 9
	Infection Control	CPT 10
	Environmental Safety	CPT 11
	Emergency Procedures	CPT 21
	TEST FOUR	9,10,11,21
5	Medical Math	CPT 5
	Job Leads and The Resume	CPT 24
	Interview	25
	Successful Employment	26
	Test 5	5,24,25,26

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.

Name	Section		
Criteria	Description: <i>What is the affect of (topic) on the Health Care Delivery System</i>	Points	Criteria Total
Criteria 1	Terminology related to topic: Must be approved by instructor <ul style="list-style-type: none"> Inclusion of Terms (2 points per term for up to 10 different terms) Proper contextual usage of Terms (1point per term for up to 10 terms) 	20 10	
Criteria 2	Content: Subject matter should flow & be easily readable. <ul style="list-style-type: none"> Current data/statistics should be included. Reader is fully informed at conclusion (methodologies of diagnosis, treatment, prognosis, etc., are completely discussed) 	10 6	
Criteria 3	References: A minimum of 3 references are to be used <u>excluding</u> the textbook, encyclopedias, webopedias and all dictionaries. <i>Sources must be 5 years old or less</i> <ul style="list-style-type: none"> Three or more valid references earns 9 points Two valid references earns 6 points One valid reference earns 3 point 	9	()
Criteria 4	Grammar: Sentences should be grammatically correct. <ul style="list-style-type: none"> Proper grammatical conventions followed All words spelled properly 	15 10	
Criteria 5	Paper submission requirements: (A) The <u>body</u> of the paper (excludes title page, personal accounts, and citation page) should contain a minimum of 800 words and should be typed utilizing MS-Word software. (NOTE: For online or hybrid courses the paper should be submitted via instructor's directions). <ul style="list-style-type: none"> 800 words or > earns 4 points Less than 800 words earns 0 points (B) Reports must be keyed on 8 ½ x 11" white paper using white paper and black ink. <ul style="list-style-type: none"> Standard 12 point font = 1 point Double spacing = 1 point Proper margins = 1 point 	7	
Criteria 6	Title page and Abstract: Should be completed as instructed. (See APA reference guide on the Health Science website under "Resources"). <ul style="list-style-type: none"> Title page with manuscript page number, running head, Title, author, affiliation Abstract 100-120 words 	5 2	
Criteria 7	In Text Citations: References are to be properly cited as instructed throughout the paper. Refer to the "In-Text" citations in the APA reference guide on the Health Science website under "Resources".	6	
Criteria 8	Submission: Late papers will have five points deducted from overall score plus 2 points for each additional day late . This includes weekends and non-class days. Papers submitted late will have a negative score in this category.		
Comments			
Total Points			

*Evidence of Plagiarism will result is "0" points for the paper.

Student Learning Objectives are located at the beginning of each chapter (Introduction to Health Care, 2nd edition, by Joyce Mitchell and Lee Haroun, 2007) which include but are not limited to the following:

Chapter 1 On completion of this chapter, you should be able to:

Describe the essential qualities demonstrated by effective health care workers as well as educational and licensing requirements of your chosen occupation. Explain the meaning of thinking like a health care worker and applying problem solving processes to make effective decisions. Practice the habits that contribute to both academic and professional success.

Chapter 2 On completion of this chapter, you should be able to:

Describe significant events that have changed the way we deliver health care, the types of health care facilities and services provided. Define what is meant by long term care, hospice and home care services. Explain wellness, complementary therapies and challenges that face health care today.

Chapter 3 On completion of this chapter, you should be able to:

Explain the meaning of ethics and the importance in health care and why the professional code of ethics is important. Discuss the relationship between law and ethics, the principles that apply to health care as well as how they apply in the health care setting.

Chapter 4 On completion of this chapter, you should be able to:

Students are not responsible for this chapter.

Chapter 5 On completion of this chapter, you should be able to:

Prevent math anxiety, calculate basic math problems used in health care such as whole numbers, decimals, percentages, fractions and ratios. Convert between decimals, fractions, percentages and ratios. Solve mathematical equivalency problems, express time using the 24-hour clock and express numbers with Roman numerals. Know equivalencies for converting between the household, metric and apothecary systems of measurement as well as conversion between Fahrenheit and Celsius temperature scales.

Chapter 6 On completion of this chapter, you should be able to:

Students are not responsible for this chapter.

Chapter 7 On completion of this chapter, you should be able to:

Students are not responsible for this chapter.

Chapter 8 On completion of this chapter, you should be able to:

Students are not responsible for this chapter.

Chapter 9 On completion of this chapter, you should be able to:

Understand and explain the importance of practicing good body mechanics and ergonomics at all times to prevent injury, explain repetitive injuries, describe the proper methods of sitting, standing, walking and lifting, and special adaptive devices to reduce the risk of workplace injuries.

Chapter 10 On completion of this chapter, you should be able to:

Understand and explain the importance of infection control practices in maintaining the safety of the health care worker, patients and others. Identify microbes, breaking the chain of infection, differences

between antiseptics, disinfectants and sterilization. Explain the roles of the CDC and OSHA in health care.

Chapter 11 On completion of this chapter, you should be able to:

Understand the importance of environmental safety as it pertains to the health care worker, patients and others. Identify safety guidelines to prevent injury and accidents and preventive measures to avoid workplace violence. Explain classes of fire extinguishers and when they are used, how to prevent fire hazards, precautions when oxygen is in use and a disaster plan.

Chapter 12 On completion of this chapter, you should be able to:

Explain the importance of a healthy life style as it relates to exercise, diet, sleep and other preventive measures. Describe how to deal effectively with stress, major health risks and burnout.

Chapter 13 On completion of this chapter, you should be able to:

Explain the meaning of professionalism and its 4 major components, characteristics and behaviors. Explain what is meant by professional distance, constructive criticism and leadership.

Chapter 14 On completion of this chapter, you should be able to:

Students are not responsible for this chapter.

Chapter 15 On completion of this chapter, you should be able to:

Explain the meaning of the philosophy of individual worth and how it applies to the workplace. Define what is meant by cultural diversity and how that influences the needs of the patients. Explain how the health care worker can help patients and their families deal with the experience of loss.

Chapter 16 On completion of this chapter, you should be able to:

Explain the importance of effective communication and the 6 steps of the communication process. Explain the meaning of non-verbal communication, active listening, feedback, barriers to prevent communications and special techniques that may be employed.

Chapter 17 On completion of this chapter, you should be able to:

Explain why the importance of correctly written communication is vital to the health care worker, facility and patient. Explain the importance of correct spelling and grammar in all written communications.

Chapter 18 On completion of this chapter, you should be able to:

Students are not responsible for this chapter.

Chapter 19 On completion of this chapter, you should be able to:

List and explain the purposes and characteristics of good medical documentation. Explain the type of information may be found in a medical record, including the advantages and disadvantages of the 3 formats used for progress notes.

Chapter 20 On completion of this chapter, you should be able to:

Students are not responsible for this chapter.

Chapter 21 On completion of this chapter, you should be able to:

Explain when first aid should be administered and state the golden rule of first aid. Discuss how the Good Samaritan Act protects the rescuer and understand the 7 steps to follow when an emergency occurs.

Chapter 22 On completion of this chapter, you should be able to:

Describe how paying for medical services have changed by differentiating between fee-for-service and managed care. Define Medicare, Medicaid and DRGs. Identify the 4 areas of expenditures incurred by the health care system and how the health care worker can help control facility costs.

Chapter 23 On completion of this chapter, you should be able to:

Understand the components used in determining quality of care. Describe what is meant by the terms quality improvement, internal and external customers and constructive criticism.

Chapter 24 On completion of this chapter, you should be able to:

Develop an inventory of employment skills and personal traits that are of value to an employer and identify workplace preferences. Describe organization skills necessary to obtain employment such as, common sources of job leads, resume preparation and effective cover letter writing skills.

Chapter 25 On completion of this chapter, you should be able to:

Describe the purpose of a job interview. Obtain information about potential employers, illustrate your qualifications, prepare questions for the interviewing committee, anticipate and prepare for questions posed by the interviewing committee, demonstrate the proper behavior and appearance for an interview.

Chapter 26 On completion of this chapter, you should be able to:

Identify important information that new employees should learn about the facility, policies and procedures, probationary period, performance evaluations, grievance issues and any other information needed by the new hire to be successful. Explain the proper attitude and behavior when an employee is fired from a job.

Student Learning Objectives are located at the beginning of each chapter (What Language Does Your Patient Hurt In?, 2nd edition, by Suzanne Salimbene, 2005) which include but are not limited to the following:

- Chapter 1 On completion of this chapter, you should be able to:
- Use the set of tips relating to language and culture to help maximize communication and build trust between you and your patient.
- Chapter 2 On completion of this chapter, you should be able to:
- Identify keys to a good professional relationship with African American Patients.
- Chapter 3 On completion of this chapter, you should be able to:
- Identify keys to a good professional relationship with American Indians and Alaska Natives.
- Chapter 4 On completion of this chapter, you should be able to:
- Identify keys to a good professional relationship with Patients of Asian Origin.
- Chapter 5 On completion of this chapter, you should be able to:
- Identify keys to a good professional relationship with Hispanic/Latino Patients.
- Chapter 6 On completion of this chapter, you should be able to:
- Identify keys to a good professional relationship with People from the Middle East.
- Chapter 7 On completion of this chapter, you should be able to:
- Identify keys to a good professional relationship with Emigrants from the Former Soviet Bloc Countries of Russia, Bosnia and Poland
- Chapter 8 On completion of this chapter, you should be able to:
- Understand the effect of Religious Beliefs on Health Care

Students are expected to read the student handbook and abide by its policies. Copies of the handbook may be obtained at various locations on campus and is located on the web:
<http://www.midlandstech.edu/planner/>

Academic Dishonesty: The Student Code addresses what constitutes academic dishonesty. All forms of dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification, will call for discipline.

CHEATING ON TESTS includes:

Copying from another student's paper.

Using materials during a test not authorized by the person giving the test.

Collaborating with any other person during a test without permission.

Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any un-administered test.

Bribing any other person to obtain information about tests.

Substituting for another student, or permitting another student to substitute for one-self.

PLAGIARISM is the appropriation of any other person's work and unacknowledged incorporation of that work in one's own work offered for credit.

Campus Emergency Protocol: Students and employees are asked to report safety concerns or suspicious activities to Campus Security at 7199 (on campus) or 738-7199 (cell phone or off campus). In the event of an emergency, employees and/or students should immediately call Campus Security or local 911. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, campus loud speakers, MTC Alerts! (http://www.midlandstech.edu/Phone_Alert.htm), voice mail, email, college Intranet, and the MTC website homepage.

Inclement Weather Policy: In the event weather conditions or other emergencies cause the closing or a delayed start of Midlands Technical College, announcements will be made over local radio and TV stations, on the MTC Web site, and on the college's information line (803-738-8234). Notices will be sent to students via Campus Cruiser Mail when applicable. Separate announcements may be made for day and evening classes as weather conditions change during the day.

If the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10:00 a.m. in TTH, classes that normally meet at 8:00 a.m. will not meet, but classes beginning at 9:30 a.m. will meet. If the college closes at 8:00 p.m., 6:00 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet since there are fewer than 30 minutes remaining in class.

Student E-Mail Accounts: All MTC students are assigned a college e-mail account upon admission to the college. This account is called "Campus Cruiser Mail." Campus Cruiser Mail is the primary mode by which the college communicates with students. Students are responsible for checking their college e-mail on a regular basis for important information and announcements about registration, financial aid, cancelled classes, emergency announcements and other notices. Students can use their college e-mail accounts to communicate with faculty, staff, fellow students, and others, in support of their educational pursuits. In addition to e-mail, students will also have access to maintaining personal calendars and "tasks lists" through their Campus Cruiser e-mail account.

Student Evaluation of Instruction: Students have the opportunity to evaluate this course. The confidential evaluation process is conducted through MTC Online using the individual student's username and password. Announcements will be made during the term concerning how and when to complete the online evaluation. Students are encouraged to participate in this process.

Students Requiring Special Accommodations: If special accommodations are needed for a student with a disability, the student should go to Counseling Services on Beltline or Airport Campus for assistance. Documentation regarding a specific disability is required in order for special arrangements to be made. Confidentiality of information received will be maintained.