

## **Basic Health Profession Skills (HPRS 1204)**



**Credit:** 2 semester credit hours (1 hour lecture, 2 hour lab)

### **Course Description**

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods.

### **Required Textbook and Materials**

1. *Patient Care: Basic Skills for the Health Care Provider* by Barabara Acello, 1<sup>st</sup> edition.
  - a. ISBN number is 0-8273-8423-8.

### **Course Objectives**

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

1. Understand different health care facilities. (SCANS: F1, F2, F5, F11)
2. Perform basic medical emergencies. (SCANS: F1, F2, F5, F11)
3. Become knowledgeable of legal responsibilities. (SCANS: F1, F2, F5, F11)
4. Use proper body mechanics when positioning and transferring patients. (SCANS: C1, C7, C9, C10, C11, C14, F5, F11, F13, F15)
5. Demonstrate practice of proper handwashing. (SCANS: C1, C7, C9, F5, F11, F13, F15)
6. Demonstrate practice of infection control. (SCANS: C1, C7, C9, F5, F11, F13, F15)
7. Perform client monitoring skills. (SCANS: C1, C7, C9, C10, C11, C14, F2, F3, F5, F11, F13, F15)
8. Comply with Occupational, Safety, and Health Administration guidelines and universal precautions (SCANS: C1, C7, C9, C10, C11, C14, F5, F11, F13, F15)
9. Document health care (SCANS: C5, C6, C7, C8, C18, C19, F1, F2, F3, F5, F8, F10, F13, F17)

### **SCANS Skills and Competencies**

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its

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research, the Commission determined that “workplace know-how” consists of two elements: foundation skills and workplace competencies.

**Course Outline**

- A. Introduction to Health Care:
  - 1. Healthcare facilities
  - 2. Medicaid/Medicare
  - 3. Hospital Chain of Command
- B. Infection Control
  - 1. Standard Precautions
  - 2. Personal Protective Equipment
  - 3. Contact, Airborne, and Droplet Precautions
  - 4. Chain of Infection
  - 5. Bloodborne Pathogens
  - 6. Laboratory
    - a. Handwashing
    - b. Personal Protective Equipment
- C. Proper Body Mechanics
  - 1. Proper Body Mechanics
  - 2. Patient Positions
  - 3. Patient Safety
  - 4. Preventing Back Injuries
  - 5. Laboratory
    - a. Moving patients
    - b. Turning patients
- D. Care of Patient’s Environment and Personal Care Skills
  - 1. Anti-Embolism Stockings
  - 2. Transferring Patients
    - a. From bed to wheelchair
    - b. From stretcher to stretcher
  - 3. Dressing and Undressing Patients
  - 4. Proper Handling of Linen
  - 5. Making the Patient’s Bed
- E. Safety & Emergencies
  - 1. Preventing Accidents
  - 2. Accident/Incident Reports
  - 3. Physical and Mental Risk Factors
  - 4. Emergency Call Lights
  - 5. Oxygen and Fire Safety
  - 6. Material Safety Data Sheets (MSDS)
  - 7. Fire Extinguishers
  - 8. Weather Emergencies
  - 9. OSHA
  - 10. Caring for patients during emergencies
- F. Nutrition/Hydration & Eliminating
  - 1. Patient Diets
  - 2. Alternative Forms of Feeding
  - 3. Urinary System
  - 4. Bedpans and Urinals

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5. Urinary Catheters
  6. Gastrointestinal System
  7. Ostomies
  8. Laboratory
    - a. Assisting Patients with
      - i. Bedpans
      - ii. Urinals
      - iii. Potty Chairs
- G. Measuring Vital Signs
1. Temperature
  2. Pulse
  3. Respiration
  4. Blood Pressure
  5. Laboratory
    - a. Taking Vital Signs
- H. Communication and Interpersonal Skills
1. Communication skills with
    - a. Patients
    - b. Co-workers
  2. Ethics
- I. Medical Terminology
1. Common root words
  2. Common prefixes
  3. Common suffixes
- J. HIPAA
1. What is HIPAA?
  2. What is legal?
  3. How does HIPAA affect the healthcare worker?
- K. Medical Imaging
1. Radiography
  2. Sonography
  3. CT
  4. MRI
  5. Basic Safety in the Radiology Department

**Grade Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

**Course Evaluation**

Final grades will be calculated according to the following criteria:

1. 4 Unit Tests 65%
2. Comprehensive Final Exam 10%
3. Lab Tests; Lab check-off sheets 20%

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4. Daily Lab Assignments and Group Projects (performing patient care) 5%

**Course Requirements**

1. Unit tests
2. Internet searches
3. Chapter reading assignments
4. Proficiency using patient care equipment
5. Lab worksheets (vital signs)
6. Group projects involving participation in moving and caring for patients in the laboratory

**Course Policies**

1. No food, drinks, or use of tobacco products in class.
2. Beepers, telephones, headphones, and any other electronic devices must be turned off while in class.
3. Do not bring children to class.
4. No late assignments will be accepted.
5. All exams will be on the dates specified unless the instructor makes a change. In case of an absence on exam day, the exam must be taken on or before the next class day or a grade of zero will be given.
6. All assignments must be completed by the stated due date or a zero will be awarded.
7. Students are responsible for material in handouts and on videos. Exam questions will come from this material.
8. Regular class attendance is recommended. (*Students are allowed two absences, any more will result in an F for the semester.*)
9. The student must remain in lab until class is dismissed. Leaving the lab early will result in an absence being awarded.
10. When absent, the student is required to contact the instructor to obtain make-up assignment for missed class. It is the student's responsibility to make up lab assignments or a grade of zero will be given.
11. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

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**Disabilities Statement**

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

**Course Schedule**

<b>Week of</b>	<b>Topic</b>	<b>Reference</b>	<b>Laboratory</b>
Week 1	Introduction to Health Care	Chapter 1 pages 2-19	Handwashing
Week 2	Martin Luther King Day – No classes		
Week 3	Infection Control	Chapter 2 pages 21-48	Handwashing check-off
Week 4	Body Mechanics	Chapter 7 pages 124-149	Moving patients
Week 5	Unit Test I Lectures from Weeks 1-3		Moving patients
Week 6	Safety & Emergencies	Chapter 3 pages 51-74	Moving patients check-off
Week 7	Care of the Environment & Personal Care	Chapter 8 & 9 pages 151-186	Bedmaking; Transferring patients to a wheelchair and stretcher
Week 8	Nutrition/Hydration & Elimination	Chapter 10 & 11 pages 187-232	Assisting patients with a bedpan & potty chair
Week 9	Unit II Test Lectures from Weeks 5-7		Dressing your patient; Anti-Embolism stockings
Week 10	Measuring Vital Signs	Chapter 13 pages 249-271	Temperature & Weight
Week 11	Communication Skills & Interpersonal Skills; Basic Medical Terminology	Chapter 5-6 pages 91-120	Take vital signs
Week 12	Unit III Test Lectures from Weeks 9-10		Take vital signs
Week 13	HIPAA	Powerpoint	Take vital signs
Week 14	Legal and Ethical Responsibilities	Chapter 4 pages 77-88	Practice skills
Week 15	Medical Imaging	Powerpoint	Final Lab check-off
Week 16	Unit IV Test Lectures from Weeks 12-15		Final Lab check-off