

## Basic Health Professions Skills (HPRS 1204)

### CREDIT

2 Semester Credit Hours (1 hours lecture, 2 hours lab)

### MODE OF INSTRUCTION

Hybrid; Lecture is online and lab is face to face

### PREREQUISITE/CO-REQUISITE:

None

### 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, interpersonal communication skills, and health documentation methods.

### COURSE OBJECTIVES

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

1. Discuss the roles of various health care professionals in the current health care system.
2. Recall the educational background methods of credentialing and licensing requirements of health care professionals on a state and national level.
3. Identify the rights and responsibilities of health care professionals.
4. Identify problem solving skills in a health care situation.
5. Describe legal and ethical issues affecting the practice of health care professionals.
6. Discuss the basic concepts of medical terminology including abbreviations and symbols.
7. Identify vital signs and their normal values.
8. Experience obtaining vital signs through practice.
9. Recognize the principles of infection control in health care.
10. Emergency and safety procedures.
11. Review the principles of CPR.
12. Describe behaviors for job success.
13. Define professionalism.
14. Communication and patient interaction skills.
15. Recognize how computers are utilized in the current health care setting.
16. Describe the personal qualities required for those who hope to pursue a career in the health care profession.
17. Practice universal/standard precautions concepts including hand washing and correct application of PPE.
18. Apply the principles of surgical asepsis in a sterile environment.
19. Perform a physical assessment.
20. Demonstrate the use of medical terminology.
21. Apply problem-solving methods.



**LAMAR INSTITUTE  
OF TECHNOLOGY**

## INSTRUCTOR CONTACT INFORMATION

### Lead Instructor:

**Professor S.J. Lewis, M. Ed., BGS, RPhT, CPhT**

Email: [sjlewis@lit.edu](mailto:sjlewis@lit.edu)

Office Phone: 409-257-0060

Office Hours: Please email to schedule an appointment.

### Associate Instructor:

**Dr. Coya Garrett, DHA, M.Ed., LCDC-I BSW, CPhT-I**

Email: [cagarrett@lit.edu](mailto:cagarrett@lit.edu)

Office Hours: Please email to schedule an appointment.

## REQUIRED TEXTBOOK AND MATERIALS

- *Introduction to Health Care* 6<sup>th</sup> edition by Lee Haroun, Dakota Mitchell, & Kaylyn Grammater 2025, Thompson Delmar Learning, ISBN# 978-0-357-93649-8
- Computer with internet access (You will not be able to use Lockdown Browser on an iPad)
- Webcam for taking exams

## ATTENDANCE POLICY

1. Be aware of the lab attendance policy.
  1. Class attendance is crucial. The student must remain in lab until class is dismissed. Leaving the lab early will result in an absence being awarded.
  2. Laboratory – **On the 2<sup>nd</sup> unexcused absence, the student will be dropped one letter grade from his/her final semester average. On the 3<sup>rd</sup> unexcused absence, the student will receive an F for the semester.** Remember this lab class is 2 days per week.
2. Lab attendance is MANDATORY and will be taken every week at the beginning of class. **It is the student's responsibility to sign in on the designated attendance sheet to ensure they are marked present for the day. In the event the student is tardy, the student must get with the instructor so that they may sign in on the designated attendance sheet otherwise the student will be marked absent for the day.**
3. **A student is considered tardy if the student is late to class and/or once the instructor has started instruction or lab. 2 tardies equal one unexcused absence.**
4. Several lab assignments/daily grades are participation grades. Any student that is not present during lab will not earn a participation grade and consequently will receive a zero in the gradebook. **However, we understand that certain circumstances are not in the control of the student. Therefore, if the student is absent from lab and believes the absence should be excused, it is the student's responsibility to contact the instructor and provide documentation of the absence (ex. doctor's note, etc.).**
5. **Documentation (doctor's note, etc.) must be provided to the instructor no later than the next lab day that the student is present. All documentation provided to**

the instructor after the specified deadline **will not be accepted and the absence will not be excused.**

6. **Absences may only be excused with the proper documentation and at the instructor's discretion, therefore make up assignments and/or lab exams will be taken at the instructor's discretion only.** Any make up assignment and/or lab exams will have **10 points** deducted from the test score for that assignment/test.
7. Five (5) points will be added to the lowest lab practical grade for perfect attendance in HPRS 1204 lab (This also means, no tardies.)

### Assignments

1. There will be a required group project for HPRS 1204. Groups will be assigned. Students are responsible for contacting other group members to complete the assignment. (This demonstrates communication and the ability to work well with others.)
2. **The group project is worth 15% of the total lab grade.** A grading rubric and specific instructions will be provided in Blackboard.
3. **There is no alternative assignment to replace the group project. If a student misses the assignment or chooses not to participate, then the student will be awarded a 0 in Blackboard.** Participation in the group project is essential for successful completion of the course.
4. All assignments, quizzes and daily participation grades missing on the due date will be scored as a 0 in Blackboard.
5. **This course does not offer any alternative or bonus point assignments.**

### DROP POLICY

If you wish to drop a course, you are 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.

### COURSE CALENDARS

#### Didactic/lecture (Online)

DATE	TOPIC	READINGS	ASSIGNMENTS (Due on this Date)
Weeks 1 & 2 6/5 & 6/12	CH 11 Infection Control	Chapter 11 and corresponding PowerPoint	Syllabus Quiz *Respondus*
	CH 12 Environmental Safety	Chapter 12 and corresponding PowerPoint	Chapter 11 Quiz  Chapter 12 Quiz
	CH 7 & CH 2 Organization of the Human Body & Developing Professionalism and Learning for Your Career	Chapter 7 & Chapter 2 and corresponding PowerPoints	Chapter 7 & 2 Quiz
			<b><i>All Quizzes are due 6/18/25 @ 11:59 pm (NO EXCEPTIONS)</i></b>

Weeks 3 & 4 6/19 & 6/26	<p><b>Unit I (CHs 11, 12, 7, &amp; 2)</b> <b>Exam using *Respondus Lockdown Browser Monitoring*</b></p> <p>CH 4 Ethical and Legal Responsibilities</p> <p>CH 5 Medical Terminology</p> <p>CH 17 &amp; CH 18 Technology in Health Care &amp; Documentation and Medical Records</p>	<p><b>Exam material:</b> Text &amp; PowerPoints for Chapters 11, 12, 7, &amp; 2</p> <p>Chapter 4 and corresponding PowerPoint</p> <p>Chapter 5 and corresponding PowerPoint</p> <p>Chapter 17 &amp; 18 and corresponding PowerPoint</p>	<p>Chapter 4 Quiz</p> <p>Chapter 5 Quiz</p> <p>Chapter 17 &amp; 18 Quiz</p> <p><b>Unit I Exam &amp; all quizzes for weeks 3&amp;4 are due 7/2 @ 11:59 pm (NO EXCEPTIONS)</b></p>
Weeks 5 & 6 7/3 & 7/10	<p><b>Unit II (CHs 4, 5, 17, &amp; 18)</b> <b>Exam using *Respondus Lockdown Browser Monitoring*</b></p> <p>CH 19 Physical Assessment</p> <p>CH 20 Emergency Procedures</p>	<p><b>Exam Material:</b> Text &amp; PowerPoints for Chapters 4, 5, 17, &amp; 18</p> <p>Chapter 19 and corresponding PowerPoint</p> <p>Chapter 20 and corresponding PowerPoint</p>	<p>Chapter 19 Quiz</p> <p>Chapter 20 Quiz</p> <p><b>Unit II Exam &amp; All quizzes for weeks 5 &amp; 6 are due 7/16/25 @ 11:59 pm (NO EXCEPTIONS)</b></p>
Weeks 7 & 8 7/17 & 7/24	<p><b>Unit III (CHs 19 &amp; 20) Exam using *Respondus Lockdown Browser Monitoring*</b></p> <p>Oxygen Safety (PowerPoints Only)</p> <p>CH 15, 22, &amp; 23 The Communication Process,</p>	<p><b>Exam Material:</b> Text &amp; PowerPoints for Chapters 19 &amp; 20</p> <p>Oxygen Safety PowerPoints</p>	<p>Oxygen Safety Quiz</p> <p>Chapter 15, 22, &amp; 23 Quiz</p> <p><b>Unit III Exam &amp; All quizzes for weeks 7 &amp; 8 are due 7/30/25 @ 11:59 pm</b></p>

	Quality Control and Customer Service, & Preparing, Applying, and Maintaining a Job	Chapter 15, 22, & 23 and corresponding PowerPoints	<b>(NO EXCEPTIONS)</b>
Weeks 9 & 10 7/31 & 8/7	<b>Unit IV (CHs 15, 22, 23, and Oxygen Safety)</b> <b>Exam using *Respondus Lockdown Browser Monitoring*</b>	<b>Exam Materials:</b> Oxygen Safety PowerPoints Text and PowerPoints for Chapters 15, 22, & 23  <b>Complete Group Project Video Submissions</b>	<b>Unit IV Exam Due 8/13/25 @ 11:59 pm (NO EXCEPTIONS)</b>  <b>Group Video Group Submissions Due 8/13/25 @ 11:59pm (NO EXCEPTIONS)</b>
Week 11 8/14	<b>Final Exam due 8/14 @ 5 pm (NO EXCEPTIONS)</b>		

\* This schedule is subject to change at the discretion of the instructor.

#### Lab Schedule (Face to Face)

Date	Lab Activity	Preparation in Blackboard
Weeks 1 & 2	Thursday, 6/5/25 Introduction to HPRS 1204 Lecture and Lab/Application Process  Handwashing/Gloves (Donning/ Doffing Demonstration) (Glo	<b>Lab Blackboard Assignment 1 (CDC)</b> <b>Due 6/11/25 @ 11:59 pm</b> Read the link from the CDC; answer handwashing quiz

	Germ Experiment)- Skill/Lab Participation #1	
	Thursday, 6/12/25 Emergency Scenario Lecture- Group Assignment for Project  <b>Handwashing/ Glove Donning and Doffing Simulation Test</b>	
Weeks 3 & 4	Thursday, 6/19/25 <b>Emancipation Day – NO CLASS!</b>	<b>Lab Blackboard Assignment 2 (PPE QUIZ)</b> <b>Due 6/25/25 @ 11:59 pm</b>
	Thursday, 6/26/25 PPE and Sterile Field Demonstration- Skill/Lab Participation #2 Body Mechanics Lecture	Watch video and answer PPE/Sterile Field Quiz  Read Moving Patients in your Lab handbook prior to lab & Watch videos on moving patients
Weeks 5 & 6	Thursday, 7/3/25 Moving Patients (Toward/Away) – Skill/Lab Participation #3 Moving Patients (Bed to W/C & up with a draw sheet) – Skill/ Lab Participation #4	<b>Lab Blackboard Assignment 3 (Health Care Professions Assignment)</b> <b>Due 8/6/25 @ 11:59 pm</b> <b>(NO EXCEPTIONS)</b> Assignment <b>must</b> be turned in on Blackboard and <b>will not</b> be accepted in Lab.
	Thursday, 7/10/25 Moving Patients Practice (Bedpans & Bedside Commodes) – Skill/ Lab Participation #5	
Weeks	Thursday, 7/17/25 <b>Moving Patients Simulation Test</b>	<b>Lab Blackboard Assignment 4 (Blood Pressure Quiz)</b>

7 & 8	Health Care Professions Assignment – bring laptop/tablet to class!	<b>Watch video and answer Blood Pressure Quiz is due 8/6/25 @ 11:59pm</b> Review blood pressure video  Practice Blood Pressure Simulator on Blackboard
	Thursday, 7/24/25 Vital Signs Lecture Vital Sign Practice (Level 7) DAILY GRADE FOR WORKSHEET #1 – Skill/ Lab Participation #6	
Weeks 9 & 10	Thursday, 7/31/25 Vital Signs Practice (Level 5) DAILY GRADE FOR WORKSHEET #2 – Skill/ Lab Participation #7	Practice Blood Pressure Simulator on Blackboard  <b>Health Care Professions Assignment Due 8/6/25 @ 11:59 pm (NO EXCEPTIONS)</b> Assignment <b>must</b> be turned in on Blackboard and <b>will not</b> be accepted in Lab.
	Thursday, 8/7/25 Vital Signs Practice (Level 3) DAILY GRADE FOR WORKSHEET #2 – Skill/ Lab Participation #8	<b>Emergency Scenarios Group Project Videos Due 8/13/25 @ 11:59 pm (NO EXCEPTIONS)</b>
Week 11	Thursday, 8/14/25 <b>Vital Signs Simulation Test (Level 3)</b> View Emergency Scenarios Group Videos – Participation #9 (Must be present and <b>NO EXCEPTIONS</b> )	

## COURSE EVALUATION

Final grades will be calculated according to the following criteria:

**There are two components to this course- lecture and lab.** Lecture is an online format. Lab is face-to-face and attendance is MANDATORY.

Final grades will be calculated according to the following criteria:

### **Lecture 55% (Online)**

(4) Major Exams (single attempt)	35%
Quizzes Lecture and Lab (2 attempts)	10%
Comprehensive Final Exam	10%

**Lab 45% (Face to face)**

Lab Tests	20%
Projects	15%
Lab Assignments/Participation	10%

**GRADE SCALE**

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

**CONTENT OUTLINE**

- I. Health Care Today*
  - A. Your Career in Health Care
    1. Your Future in Health Care
    2. Learning to Think Like a Health Care Professional
    3. Occupational Profiles
  - B. Developing Professionalism and Learning for Your Career
    1. The Meaning of Professionalism
    2. Professional Development & Organizations
    3. Importance of Lifelong Learning
    4. Professional Leadership
  - C. Health Care Yesterday, Today, and Tomorrow
    1. The History of Western Health Care
    2. Trends and Issues in Health Care Today
    3. Variety of Approaches to Health Care
    4. Challenges in Health Care Today & the Future
  - D. Ethical and Legal Responsibilities
    1. The Purpose of Ethics
    2. Ethics, the Law, & Health Care
    3. Guiding Principles of Health Care Ethics
    4. Patient's Rights
- II. The Language of Health Care/ Medical Terminology*
  - A. Common Root Words
  - B. Common Prefixes
  - C. Common Suffixes
- III. The Human Body/ Organization*
  - A. Organization of the Human Body
  - B. Structure and Function of the Human Body
  - C. Growth and Development
- IV. Personal and Workplace Safety*
  - A. Body Mechanics
  - B. Infection Control
    1. Standard Precautions



2. Personal Protective Equipment
3. Contact, Airborne, and Droplet Precautions
4. Chain of Infection
5. Blood Borne Pathogens
- C. Environmental Safety
- V. *Behaviors for Success*
  - A. Lifestyle Management
    1. Level of Wellness
    2. Disease Prevention
    3. Reaction to Stress
    4. Signs of Stress
    5. Management of Stress
  - B. Professionalism
    1. Indicators of Job Readiness
    2. Indicators of Job Preparedness
    3. Professional Appearance
    4. Time Management Skills
    5. Considerations in Employment Choice
    6. Employment Performance Evaluation
    7. Strategies for Success in Healthcare Workplace
- VI. *Communication in the Health Care Setting*
  - A. The Patient as an Individual
    1. Human Needs
  - B. The Communication Process
  - C. Written Communication
  - D. Technology in Health Care
  - E. Documentation and Medical Records
    1. Electronic Health Recordkeeping
    2. Safeguarding Health Record
- VII. *Health Care Skills*
  - A. Physical Assessment
    1. Vital Signs
  - B. Emergency Procedures
- VIII. *Business of Caring*
  - A. Paying for Health Care
    1. Managed Care
  - B. Quality Control and Customer Service
- IX. *Strategies for Securing and Maintaining Employment*
  - A. Preparing, Applying, and Maintaining Employment

## TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer->

[requirements](#). A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

## **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## **ADDITIONAL COURSE POLICIES/INFORMATION**

All exams will be online. **Mandatory** use of the LockDown Browser with Webcam Monitoring is required since the exams will be done at home. Follow the rules listed below for taking exams at home in this course.

1. Disable all notifications on your computer.
2. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
3. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose Yes.

4. Log into the course, navigate to the test and select it.
5. A Startup Sequence will guide the student through a webcam check and other items required by the instructor, then testing will begin.
6. Testing Tips
  - Google Chrome browser is REQUIRED.
  - Webcam and a microphone are REQUIRED
  - Scanning the room with computer or mirror is REQUIRED (If you cannot move your computer, you will need to have a mirror available to assist with scanning the room).
7. Points (20 points) will be deducted on the exam for each occurrence:
  - Testing in a room that does not have good lighting.
  - Face is not visible to the webcam (even for a few seconds)
  - Sounds should not be audible in the background (TV, radio, video, etc.) be on in the background.
  - Talking during the exam (do not read the questions out loud).
  - No sunglasses, hats, hoodies, earbuds, headphones, etc. during the exam and ears must be fully visible during the entire exam. Second occurrence will result in a 50 point penalty on the exam.
8. Infractions resulting in a 50-point deduction: If the infraction is determined to result in academic dishonesty on an exam by the instructor, the student may receive a zero on the entire test.
  - Not testing in a private location (another person is seen or heard while the student is taking the exam).
  - Phone, notes, books, and other papers are visible in the testing location.
  - Do NOT leave the exam room for any reason.
  - Other activity suspicious of academic dishonesty.
9. It is the student's responsibility to ensure that ALL of the above requirements are met. By completing the verify signature portion of the exam, you are accepting responsibility for your actions during the exam. Failure to follow the requirements will result in deductions from your exam grade when reviewed by your instructor.

If the exam is not completed by Tuesdays at 11:59 pm of the due date (see due dates in the Course Calendar), then a zero will be put in the gradebook. NO EXCEPTIONS.

## **LAB COURSE POLICIES**

### **Appropriate attire**

1. Scrubs may be worn but are not required.
2. Please refrain from wearing any clothing that is revealing or that will inhibit your movement during lab exercises. (i.e. high heels or short skirts).

### **Participation**

1. Communication with your patient (human or mannequin) is expected during lab exercises. This will ensure that you will encompass the communication skills needed to interact with patients in a clinical setting.

2. If you have any type of medical condition that will inhibit your physical participation in lab (i.e. recent surgery, pregnancy), please bring this to the instructor's attention.
3. If you have a known latex allergy, please inform an instructor immediately. Certain precautions will need to be taken.
4. No food or drinks allowed in lab.

### **Assignments**

1. There will be a required group project for HPRS 1204. Groups will be assigned. Students are responsible for contacting other group members to complete the assignment. (This demonstrates communication and the ability to work well with others.)
2. The group project is worth 15% of the total lab grade. A grading rubric and specific instructions will be provided in Blackboard.
3. There is no alternative assignment to replace the group project. If a student misses the assignment or chooses not to participate, then the student will be awarded a 0 in Blackboard. Participation in the group project is essential for successful completion of the course.
4. All assignments, quizzes, and daily participation grades missing on the due date will be scored as a 0 in Blackboard.

**\*\*\* REMEMBER\*\*\*** Several lab grades are participation/in-class worksheets and are **NOT** able to be made-up if absent on that day. There are no alternative or bonus point assignments available.