Basic Health Professions Skills (HPRS 1204 1E1)

CREDIT
2 Semester Credit Hours (1 hours lecture, 3 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

Approved: DB/1-17-23

LECTURE (Online format) INSTRUCTOR CONTACT INFORMATION

Instructor: Deena Boland, BS, RDMS, RVT, RT(R), ACUE

Email: dmboland@lit.edu

Office Phone: 409-257-0058

Office Location: Mrs. Boland—Gateway 112

Office Hours: Please see Starfish to schedule an appointment

LAB (Face to face format) INSTRUCTORS CONTACT INFORMATION

Instructor: Deena Boland, BS, RDMS, RVT, RT(R), ACUE;
                     Mark Adams, RCS

Email: dmboland@lit.edu, maadams@lit.edu

Office Phone: Mrs. Boland 409-257-0058

Office Location: Mrs. Boland—Gateway 112

Office Hours: Please see Starfish to schedule an appointment

REQUIRED TEXTBOOK AND MATERIALS
- *Introduction to Health Care* 4th edition by Dakota Mitchell & Lee Haroun, 2017, Thompson Delmar Learning, ISBN# 978-1305575073
- Computer with internet access
- Webcam for taking exams

ATTENDANCE POLICY
1. Be aware of the lab attendance policy.
    a. 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.
    b. Laboratory – On the third absence, the student will be dropped one letter grade from his/her final semester average. On the fourth absence, the student will receive an F for the semester. Remember this lab class is only one day per week.
2. Lab attendance is MANDATORY and will be taken every week at the beginning of class. If you are tardy, it is the student's responsibility to inform the instructor to ensure that you are marked present.
3. Excessive tardiness (more than 10 minutes/class) will result in an absence. Also, for every 3 late occurrences, an absence will be awarded.
4. All absences are treated equally. There are no excused or unexcused absences.

5. If you are absent from lab, it is your responsibility to contact your instructor to obtain your missed assignment. Several lab assignments/daily grades are participation grades; therefore, if you are absent, you will receive a 0 for that grade. THERE ARE NO MAKE-UPS or alternate assignments in the case of an absence.
6. Any missed lab test will be taken the next class day at the instructor's discretion, and you will have **10 points** deducted from your test score for that test. You will need to contact the instructor before class to make arrangements for the test to be made up. You will also be responsible for finding a student to volunteer to be your patient if a patient is required for that 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 excessive tardies.)

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.

LECTURE COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
1/16-1/22	Become familiar with the online lecture for this course.	Syllabus Download Respondus Lockdown Browser	Syllabus Quiz Due 1/22 at 11:59
1/23-1/29	Infection Control	Chapter 10 and corresponding PowerPoint	Chapter 10 Quiz (unlimited attempts) due 1/29 at 11:59 pm
1/30-2/5	Environmental Safety	Chapter 11 and corresponding PowerPoint	Chapter 11 Quiz (unlimited attempts) due 2/5 at 11:59 pm
2/6-2/12	The Human Body Professionalism	Chapter 6 Chapter 13 and corresponding PowerPoints	Chapter 6 & 13 Quiz (unlimited attempts) due 2/12 at 11:59 pm
2/13-2/19	*Unit I Exam using Respondus Lockdown Browser Monitoring*		*1 attempt only Due 2/19 at 11:59 pm*
2/20-2/26	Ethical and Legal Responsibilities	Chapter 3 and corresponding PowerPoint	Chapter 3 Quiz (unlimited attempts) due 2/26 at 11:59 pm
2/27-3/5	The Language of Health Care – Medical Terminology	Chapter 4 and corresponding PowerPoint	Chapter 4 Quiz (unlimited attempts) due 3/5 at 11:59 pm

3/6-3/12	Documentation and Medical Records	Chapter 19 and corresponding PowerPoint	Chapter 19 Quiz (unlimited attempts) due 3/12 at 11:59 pm
3/13-3/17	Spring Break No Assignments		
3/20-3/26	*Unit II Exam using Respondus Lockdown Browser Monitoring*		*1 attempt only Due 3/26 at 11:59 pm*
3/27-4/2	Physical Assessment	Chapter 20 and corresponding PowerPoint	Chapter 20 Quiz (unlimited attempts) due 4/2 at 11:59 pm
4/3-4/9	Emergency Procedures	Chapter 21 and corresponding PowerPoint	Chapter 21 Quiz (unlimited attempts) due 4/9 at 11:59 pm
4/10-4/16	Oxygen Safety	PowerPoint	Oxygen Safety Quiz (unlimited attempts) due 4/16 at 11:59 pm
4/17-4/23	The Communication Process	Chapter 16 and corresponding PowerPoint	Chapter 16 Quiz (unlimited attempts) due 4/23 at 11:59 pm
4/24-4/30	*Unit III Exam using Respondus Lockdown Browser Monitoring*		*1 attempt only Due 4/23 at 11:59 pm*
5/1-5/7	*Final Exam*		*1 attempt only Due 5/7 at 11:59 pm*

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

Face to Face Lab Schedule

Date	Lab Activity	Preparation in Blackboard
1-18	MLK DAY-NO CLASS (MONDAY ONLY) Introduction to HPRS 1204 Lecture and Lab/ Application Process	
1-25	Handwashing/Gloves (Donning/ Doffing Demonstration) (Glo Germ Experiment)- Skill #1	Lab Blackboard Assignment 1 Read the link from the CDC; answer handwashing quiz (due by 1/29 11:59 pm)
2-1	**Handwashing/ Glove Donning and Doffing Simulation Test**	
2-8	PPE and Sterile Field Demonstration- Skill #2 Body Mechanics Lecture	Lab Blackboard Assignment 2 Watch video and answer PPE/Sterile Field Quiz due 2/12/2023 by 11:59 pm

2-15	Moving Patients (Toward/Away)- Skill #3 PARTICIPATION DAILY GRADE (must be present, no make-ups)	Read Moving Patients in your Lab handbook prior to lab before 2/13
2-22	Moving Patients (Bed to W/C & up with a draw sheet)- Skill #3	Watch videos on moving patients before 2/20/2023
3-1	Moving Patients Skills Review (Toward/Away, Bed to W/C, & up with a draw sheet) PARTICIPATION DAILY GRADE (must be present, no make-ups)	Watch videos on moving patients
3-8	**Moving Patients Simulation Test**	
3-15	SPRING BREAK	
3-22	Moving Patients Practice (Bedpans & Bedside Commodes)- Skill #5 PARTICIPATION DAILY GRADE (must be present, no make-ups)	
3-29	Emergency Scenario Lecture- Group Assignment for Project H/C Professions Assignment given	
4-5	Vital Signs Lecture & Demonstration DAILY GRADE FOR WORKSHEET (must be present, no make-ups)	Lab Blackboard Assignment 3 Watch video and answer Blood Pressure Quiz due by 4/9 11:59 pm
4-12	Blood Pressure Simulator DAILY GRADE FOR WORKSHEET (must be present, no make-ups) *H/C Professions Assignment DUE*	Review blood pressure video
4-19	Blood Pressure Simulator DAILY GRADE FOR WORKSHEET (must be present, no make-ups)	Practice Blood Pressure Simulator on Blackboard
4-26	**Vital Signs Simulation Test** **Emergency Scenarios Group Project Videos due @ midnight on BB**	
5-3	Watch Emergency Scenario Videos as a class (must be present) & Skills make-ups	

COURSE EVALUATION
Course Evaluation:

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)**

(3) Major Exams (single attempt)   35%

Quizzes Lecture and Lab (unlimited attempts)   10%

Comprehensive Final Exam   10%

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

Lab Tests   20%

Projects   15%

Lab Assignments   10%

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

Course Outline

A. *Health Care Today*
   a. Health Care as a Career
      i. Qualities of a Health Care Worker
      ii. Career Ladders
      iii. Occupational Profiles
   b. Ethical and Legal Responsibilities
      i. Professional Code of Conduct
      ii. Improper Ethical Behavior
      iii. Confidentiality in Health Care
      iv. Patient's Rights
      v. Informed Consent
      vi. Advance Directives
      vii. Documenting Health Care Records

B. *The Language of Health Care*
   a. Medical Terminology
      i. Common Root Words
      ii. Common Prefixes
      iii. Common Suffixes
C. *The Human Body*
   a. Organization of the Human Body
      i. Structural Organization of the Human Body
      ii. Body Planes
      iii. Directional Terms
D. *Personal and Workplace Safety*
   a. Body Mechanics
   b. Infection Control

      i. Standard Precautions
      ii. Personal Protective Equipment

      iii.   Contact, Airborne, and Droplet Precautions
      iv.   Chain of Infection
      v.   Blood Borne Pathogens
   c. Environmental Safety

E. Behaviors for Success
   a. Lifestyle Management

      i.   Level of Wellness
      ii.   Disease Prevention
      iii.   Reaction to Stress
      iv.   Signs of Stress
      v.   Management of Stress
   b. Professionalism

      i.   Indicators of Job Readiness
      ii.   Indicators of Job Preparedness
      iii.   Professional Appearance

      iv.   Time Management Skills
      v.   Considerations in Employment Choice
      vi.   Employment Performance Evaluation
      vii.   Strategies for Success in Healthcare Workplace

F. Communication in the Health Care Setting
   a. Computers in Health Care

   e. Documentation and Medical Records

G. Business of Caring
   a. Performance Improvement and Customer Service

H. Securing and Maintaining Employment
   a. Successful Employment Strategies

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. 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. 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. You will be using LockDown Browser with Webcam Monitoring since the exams will done at home. The rules for the tests are:

    Disable all notifications on your computer. This is how LockDown Browser is used to take a test.

    - Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
    - If prompted to close a blocked program (e.g. screen capture, instant messaging) choose Yes.
    - Log into the course, navigate to the test and select it.
    - A Startup Sequence will guide the student through a webcam check and other items required by the instructor.
    - The test will then start.

    20-point deductions for each occurrence:

- Where you are taking your exam must be well lit. If it is not well lit, you will have 20 points deducted from your test.
    - Your face must be visible the entire length of the test. If your face cannot be seen even for a few seconds you will have 20 points deducted from your test.
    - No music should be playing nor should a TV/radio/video be on in the background.
    - You may not read the questions out loud. If you do so, you automatically receive a 20-point deduction.
    - You may not wear sunglasses, hats, hoodies, earbuds, headphones, etc. during the exam. Your ears must be fully visible the entire exam, failure to comply with this will be a 20-point deduction. If you do this on another exam it will turn into a 50-point deduction

    50-point reduction or a zero on the entire test

- You must be in a private location. If another person is seen or heard while you are taking your test this could be misconstrued as cheating resulting in a 50-point reduction or a zero. That is up the situation and your instructor.
- All phones, notes, books, and other papers must be removed from the testing location. If these items are seen during your exam, you receive an automatic zero on the exam.
- Do NOT leave the exam room for any reason, if you do, it is an automatic 50-point deduction.
- Any suspicious activity that appears to be cheating will result in a zero.
- Testing Tips
  1. You must use Google Chrome browser.
     - You must have a webcam and a microphone attached to your computer
     - Be prepared to scan the room with a camera, if you cannot move your computer, you will need to have a mirror available to assist with scanning the room.
  2. 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 Sunday at 11:59 pm of the due date (see due dates above), 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. (Ex: high heels or short skirts).

Participation:

1. Communication with your patient model 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 (ex: recent surgery, pregnancy), please bring this to the instructor's attention.
- If you have a known latex allergy, please inform an instructor immediately. Certain precautions will need to be taken.
- No food or drink allowed in lab.

Assignments:

1. There will be a required group project for HPRS 1204. Groups will be assigned March 29 and due April 26 at 11:59 pm. Students are responsible for contacting other group members to complete the assignment. (This demonstrates the ability to work well with others.)

2. <mark>This project is 15% of the total lab grade</mark>. A grading rubric and specific instructions will be provided to each student.

3. <mark>There is no alternative assignment to replace the group project. If a student misses the assignment or chooses not to participate, then they will be awarded a 0 in Black Board.</mark> You are not likely to pass HPRS if you do not participate in this project.

4. All assignments, quizzes and daily participation grades missing on the due date will be scored as a 0 in Black Board.

*** REMEMBER....several lab grades are participation/ class worksheets and are NOT able to be made-up if absent on that day. There are also no alternative assignments available.