

## COLLEGEWIDE COURSE OUTLINE OF RECORD

### HEALTH SCIENCE EDUCATION SYLLABUS

2016/2017

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329 South Street New Castle, In 47362

Class: 7:45-10:30 a.m.

**Office Hours: 12:00-3:30 p.m. Mon-Fri (Angie) & 8:00-10:30am M, T, TH, F**

**COURSE TITLE: INTRODUCTION TO HEALTH CAREERS**

**NUMBER/SECTION: HLHS 100**

**TERM: 2016-2017**

#### REQUIRED TEXT

**Title: Introduction to Health Care 2<sup>nd</sup> Editions**

**Author: Joyce Mitchell and Lee Haroun**

COURSE TITLE: Introduction to Health Careers

COURSE NUMBER: HLHS 100

PREREQUISITES: None

SCHOOL: Health Sciences

PROGRAM: Health Science

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DATE OF THIS REVISION: Summer 2011

EFFECTIVE DATE OF THIS REVISION: Fall 2011

**CATALOG DESCRIPTION:** Presents information on the health care system and employment opportunities at a variety of entry levels. Includes an overview of health care development, how health delivery systems are organized, legal and ethical considerations of health care delivery, and an overview of various health care professions. Students are encouraged to explore health professions through assignments, observations and interviews.

**MAJOR COURSE LEARNING OBJECTIVES:** Upon successful completion of this course, the student will be expected to:

1. Describe how health care is developed, delivered and organized.
2. Discuss health care delivery systems and trends.
3. Identify ethical and legal issues in health care.

4. Apply basic medical terminology principles.
5. Identify the basic organization of the human body, the body systems, and the stages of growth and development.
6. Analyze behaviors for success in the health care field, including lifestyles management, professionalism, and lifelong learning.
7. Describe personal and workplace safety measures including body mechanics, infection control, and environmental safety.
8. Discuss principles of communication in a health care setting including treating the patient with respect as an individual, accommodation of cultural diversity, identifying and providing for patient needs.
9. Identify the purposes and procedures for medical documentation.
10. Compare various health care occupations, including education requirements, credentialing or licensing, scope of practice, and workforce data.

### **COURSE CONTENT**

Topical areas of study include the following:

Your career in health care  
Current health care systems and trends  
Ethical and legal responsibilities  
Medical terminology introduction  
Organization of the human body  
Structure and function of the human body  
Growth and development  
Body mechanics  
Infection control  
Environmental safety  
Lifestyle management  
Professionalism  
Lifelong learning  
The patient as an individual  
The communication process  
Written communication  
Documentation and medical records  
Health care occupations overview

### **ACADEMIC HONESTY STATEMENT**

The College is committed to academic integrity in all of its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be constructed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other

academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

### **COPYRIGHT STATEMENT**

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

### **ADA STATEMENT**

New Castle Career Center seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the New Castle Career Center's Office. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

### **ASSIGNMENTS AND DUE DATES**

Health Science Education  
Tentative Assignment Schedule  
2016/2017

Week #1 (First Day for Students: Tuesday, August 2, 2016)

Topics: Health Science Education Introduction-rules & regulations, Health Care Systems, Professions, Professional Characteristics, Resident Rights, Abuse (Hartman's Nursing Assistant Care Chapters 1, 2, 3). Abbreviations #1.

Week #2

Topics: General Orientation to Henry County Hospital (Includes info. On Safety Topics such as body mechanics, infection control, disaster response, fire, fainting, fall, choking & maintaining safe work environment, confidentiality, abuse & HIPAA), PPD #1, Health Care Systems, Professional Characteristics of Health Care Worker include Lifelong Learning, & Introduction of Vital Signs-Measuring & Recording (Hartman's Nursing Assistant Care Chapters 5, 6, 7, 14). Abbreviations Quiz #1, Healthcare Systems Test

Week #3

Topics: Safety (Heimlich, Emergencies, & Body Mechanics Check offs), Activities of Daily Living (ADLs): positions, transfers, ambulation, bathing, peri care, shampoo, cath care, back rub, whirlpool, grooming & personal hygiene (oral care, denture care, shaving, combing hair, nail and foot care), Introduction to Communication, Vital Signs check-offs begin, Supervisors' Orientation, Hand washing, Donning/Doffing Gloves Check-offs, (Hartman's Nursing Assistant Care Chapters 4, 10, 13), Abbreviations #2, Infection Control Quiz, Medical Law & Ethics Test, CNA CPR Group #1

Week #4

Topics: Cont. Vital Signs Check-offs, Check-offs for Heimlich, Donning/Doffing gloves, Fire Safety, Faint/fall & seizure, Activities of Daily Living: Change Gown, Dressing a Dependent Resident, Toileting, Bedmaking: Occupied & Unoccupied;

skin care: floating heels, bed cradle; Nutrition & Hydration: thickened liquids, passing fresh ice water, feeding, assist to eat, (Hartman's Nursing Assistant Care Chapters 15, 16, 17), Abbreviations Quiz #2, Safety Quiz, Vital Signs Quiz, CNA CPR Group #2

Week #5

Topics: Continue with Vital Signs Check offs, Oxygen Use, Nasal Cannula Care; Devices/Interventions: Hearing Aids & TED Hose; Special Care Needs, Cognitive Impairment & Therapies, Mental Health & Social Needs, Criminal Background Checks, PPD #2, Rehabilitation & Restorative Services: ROM, Splint, Abdominal Binder, Abduction Pillow, Knee Immobilizer, Palm Cone; (Hartman's Nursing Assistant Care Chapters 8, 19, 20, 21), Abbreviations #3, Communication Quiz, CNA CPR Group #3

Week #6

Topics: Labor Day September 5, 2016—No School; Body Systems: A & P, Diseases & Disorders, ( Integumentary, Nervous, Circulatory, Musculoskeletal, Respiratory, Urinary, Gastrointestinal, Endocrine, Reproduction, & Immune/Lymphatic Systems), (Hartman's Nursing Assistant Care Chapters 9, 18), Abbreviations Quiz #3, *Henry County Day of Caring*

Week #7

Topics: Admission, Transfer, Discharge, End of Life: Hospice, Signs & Symptoms, Post-Mortem Care, Daily Responsibilities of a Health Care Worker (CNA); CNA Theory & Skills Review/Practice in Lab, (Hartman's Nursing Assistant Care Chapters 11, 12, 22, 23, 24), Review A&P, Common Diseases, Anatomy & Physiology Test , CNA CPR Group #4

Week #8 **Clinical for all students!**

Week #9- **Clinical for all students!** Specialty Area CPR Group #1

## Fall Break-No School October 3-7, 2016

Week #10- **Clinical for all students!** Specialty Area CPR Group #2

Week #11-#12 **Clinical for all students!**

Week #13 **HOSA Week!** 11/1-11/4/16 Review in classroom at REC for CNA students and Specialty Areas remain in clinical.

Week #14-#15 **Clinical for Specialty Area Students & and Testing for CNA students**

Week #16 **Class/No clinical**

Topics: Job Seeking Skills: Interviewing, Job Application, Portfolio: Resume, Cover Letter, Credentials

Assign Portfolio Project & Career Research Paper (due Friday, December 9, 2016)

Give Med Terms #1 and Abbreviations #4

## Thanksgiving Break-No School November 23-25, 2016

Week #17 **Class/No clinical**

Topics: Jeff Hartz-Careers

Medical Math

Research time in computer lab for Portfolio and Career Research Paper

Abbreviations Quiz #4, Med Term Video & Quiz #1

Give Med Terms #2 and Abbreviations #5

**Week #18 Class/No clinical**

Topics: Exploring Medical Language Ch. 1 “Introduction to Medical Language”  
Concepts in Health and Wellness Ch. 1 “Current Health Issues”  
Start Growth & Development  
Personal Wellness Plan Week 1  
Abbreviations Quiz #5 and Med Term Video & Quiz #2  
Give Med Terms #3 and Abbreviations #6  
Career Research Paper/Portfolios Due!

**Week #19 Class/No clinical**

Topics: Exploring Medical Language Ch. 2 “Body Structure, Color, and Oncology”  
Concepts in Health and Wellness Ch. 2 “Building Wellness Skills”  
Finish Growth & Development  
Personal Wellness Plan Week 2  
Abbreviations Quiz #6 and Med Term Video & Quiz #3  
Movie, Secret Santa, Christmas Pitch-In

**Christmas Break-No School December 19-January 3, 2017**

**Week #20 Class/No clinical**

Topics: Go over new class/clinical schedules  
Emergency Medicine- Triage, Trauma, Mass Casualty  
Give Med Terms #4 & Abbreviations #7  
Fieldtrip?

**Week #21 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Finish Emergency Medicine  
Start Disease-Give Disease Presentation/Research Paper Assignment-  
(Presentations due per schedule, Research paper due Wednesday, February 1, 2017)  
Clinical/Fieldtrip discussion  
Med Term Video & Quiz #4 & Abbreviations Quiz #7  
Give Med Terms #5 & Abbreviations #8

**Week #22 Class Tuesday & Wednesday/Clinical Thursday, Friday (No school Monday, January 16<sup>th</sup>-MLK Jr. Day, Built in Snow Day #1)**

Topics: Finish Disease/Computer Lab time  
Exploring Medical Language Ch. 3 “Directional Terms, Planes, Positions, Regions, and Quadrants”  
Concepts in Health and Wellness Ch. 3 “Managing Stress”  
Personal Wellness Plan Week 3  
Abbreviations Quiz #8 and Med Term Video & Quiz #5

**Week #23 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 4 “Integumentary System”  
Concepts in Health and Wellness Ch.4 “Mental and Emotional Health”  
Personal Wellness Plan Week 4  
Disease Presentations Groups 1 & 2

**Week #24 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 5 “Respiratory System...”  
Concepts in Health and Wellness Ch.5 “Resolving Conflict”  
Personal Wellness Plan Week 5  
Disease Presentations Groups 3 & 4  
**Research Papers Due!**

Give Med Terms #6 and Abbreviations #9

**Week #25 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 6 “Urinary System”  
Concepts in Health and Wellness Ch. 6 “Developing Healthy Relationships”  
Personal Wellness Plan Week 6  
Abbreviations Quiz #9 and Med Term Video & Quiz #6  
Give Abbreviations #10 and Med Term #7

**Week #26 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 7 “Male Reproductive System”  
Concepts in Health and Wellness Ch. 7 “Sexual Wellness and Reproduction”  
Personal Wellness Plan Week 7  
Abbreviations Quiz #10 and Med Term Video & Quiz #7  
Give Abbreviations #11 and Med Term #8

**Week #27 Class Tuesday & Wednesday/Clinical Thursday, Friday (No school Monday, February 20<sup>th</sup>-President’s Day, Built in snow day #2)**

Topics: Exploring Medical Language Ch. 8 “Female Reproductive System”  
Concepts in Health and Wellness Ch. 8 “The Physically Active Lifestyle”  
Personal Wellness Plan Week 8  
Abbreviations Quiz #11 and Med Term Video & Quiz #8, Give Med Term #9

**Week #28 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 9 “OB & Neonatology”  
Concepts in Health and Wellness Ch. 9 “Nutritional Wellness”  
Personal Wellness Plan Week 9  
Med Term Video & Quiz #9, Give Med Term #10

**Week #29 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 10 “Cardiovascular, Immune, Lymph, & Blood”  
Concepts in Health and Wellness Ch. 10 “A Healthy Approach to Weight Management”  
Personal Wellness Plan Week 10  
Med Term Video & Quiz #10, Give Med Term #11

**Week #30 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 11 “Digestive System”  
Concepts in Health and Wellness Ch. 11 “Tobacco”  
Personal Wellness Plan Week 11  
Med Term Video & Quiz #11

**Week #31 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 12 “Eye”  
Concepts in Health and Wellness Ch. 12 “Alcohol and Other Drugs”  
Personal Wellness Plan Week 12

**Spring Break-No School March 27-April 7, 2017**

**Week #32 Class Tuesday & Wednesday/HOSA Prep or Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 13 “Ear”  
Concepts in Health and Wellness Ch. 13 “Infectious Diseases”  
Personal Wellness Plan Week 13

**Week #33 HOSA SLC Monday, Tuesday, Wednesday/Clinical Thursday, Friday or Clinical Monday-Friday**

**Week #34 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 14 “Musculoskeletal”  
Concepts in Health and Wellness Ch. 14 “Chronic Diseases”  
Personal Wellness Plan Week 14  
NCHSE for Non-CNA’s  
Study Guide for Med Term Final: Due-5/16/17  
Cookbook Recipes project & Diet/Disease Paper: Due-5/17/17

**Week #35 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 15 “Nervous System and Behavioral Health”  
Concepts in Health and Wellness Ch. 15 “Safety and Emergency Preparedness”  
Concepts in Health and Wellness Ch. 16 “Environmental Health”  
Personal Wellness Plan Week 15 & 16  
Supervisor’s Appreciation Banquet

**Week #36 Class Tuesday & Wednesday/Clinical Monday, Thursday, Friday**

Topics: Exploring Medical Language Ch. 16 “Endocrine System”  
Concepts in Health and Wellness Ch. 17 “Health and Wellness through the Life Span”  
Personal Wellness Plan Week 17  
Study Guide for Med Term Final Due!  
Cookbook Recipes project & Diet/Disease Paper Due!

**Week #37 Class**

Topics: HSE End of Course Assessment  
Health & Wellness Final  
Med Term Final  
HOSA Senior Breakfast/Lunch

**Week #38 Class (Last Student Day May 25, 2017)**

Topics: Stress Management  
Exit Interviews

***The instructor retains the prerogative of changing or adjusting the course syllabus to best accommodate the pace of progression and the needs of the students.***

**GRADES**

<b>98-100%</b>	<b>= A+</b>
<b>92-97%</b>	<b>= A</b>
<b>90-91%</b>	<b>= A-</b>
<b>88-89%</b>	<b>= B+</b>
<b>82-87%</b>	<b>= B</b>
<b>80-81%</b>	<b>= B-</b>
<b>78-79%</b>	<b>= C+</b>
<b>72-77%</b>	<b>= C</b>
<b>70-71%</b>	<b>= C-</b>
<b>68-69%</b>	<b>= D+</b>
<b>62-67%</b>	<b>= D</b>
<b>60-61%</b>	<b>= D-</b>
<b>0-59%</b>	<b>= F</b>

Grading is based upon a total points system. Grades are taken from tests, quizzes, homework, projects, participation, and employment skills (PRIDE: Persistent, Respectful, Initiative, Dependable, Efficient) Employment Skills will count as a minimum of 30% of the total points per grading period per grading period.

**Skills Evaluations are based upon ISDH CNA checklist requirements**

**Clinical Experience is determined by the clinical supervisor and will play a significant part of the Employment Skills grade. The purpose of the supervisor evaluation is to show how well work related skills are being mastered or improved. The evaluation is based upon the overall impression of the supervisor on the performance of the student while working or learning in the clinical area. A student may be removed from the clinical setting due to a failing effort on the clinical evaluation.**

**Semester Grade:**

**1<sup>st</sup> Semester Grade**

**3/7 of grade=1<sup>st</sup> grading period grade**

**3/7 of grade=2<sup>nd</sup> grading period grade**

**1/7 of grade=Portfolio Project**

**2<sup>nd</sup> Semester Grade**

**3/7 of grade=3<sup>rd</sup> grading period grade**

**3/7 of grade=4<sup>th</sup> grading period grade**

**1/7 of grade=Final Exam (End of Course Assessment)**

Each student has the opportunity to earn dual credits.

The dual credits that will be offered for the 2016/2017 school year are as follows:

- 3 credits for HLHS 100 Introduction to Health Careers
- 3 credits for HLHS 101 Medical Terminology (Requires Accuplacer testing to qualify)
- 5 credits for HLHS 107 CNA Preparation
- 3 credits for HLHS 111 Health and Wellness for Life

Dual Credit Grades are based upon the Ivy Tech Grading Scale which is as follows:

93-100%     A

85-92%     B

75-84%     C

70-74%     D

69% & below   F

### **WITHDRAWAL POLICY FOR HIGH SCHOOL DUAL CREDIT COURSES**

**For fall semester only courses, write:** “If you do not have a C or better on November 15<sup>th</sup>, you will be withdrawn from college credit. Students may request to be withdrawn before November 15<sup>th</sup>.”

**For spring semester only courses, write:** “If you do not have a C or better on April 15<sup>th</sup>, you will be withdrawn from college credit. Students may request to be withdrawn before April 15<sup>th</sup>.”



**For year-long courses, write:** “If you have a D or F at the end of first semester, you will be withdrawn from college credit. If you do not have a C or better on April 15<sup>th</sup>, you will be withdrawn from college credit. Students may request to be withdrawn before April 15<sup>th</sup>.”

**For all courses, write:** Federal financial aid is based on a 2.0 GPA and a 67% course completion rate.