

HPRS 1204 Basic Health Professions Skills

CREDIT

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

MODE OF INSTRUCTION

Hybrid; Online Lecture and Face-to-Face Lab

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.

INSTRUCTOR CONTACT INFORMATION

Instructor:	S.J. Lewis, M. Ed., BGS, RPhT, CPhT
Email:	sjlewis@lit.edu
Office Phone:	409-257-0060

Approved: **SJL 01/11/2024**



Office Location: Gateway
Office Hours: Wednesdays 11 am – 1 pm or by 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. If you are absent from lab, it is your responsibility to contact your instructor and provide documentation of the absence. Several lab assignments/daily grades are participation grades; therefore, if you are absent, a participation grade cannot be earned. Absences without approved documentation prior to class time are not eligible for a makeup assignment.
5. 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.
6. 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.

COURSE CALENDARS

Didactic/lecture (Online)

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
1/16-1/19 Week #1	Become familiar with the online lecture for this course.	Syllabus Download Respondus Lockdown Browser	Syllabus Quiz *Respondus* Due 1/28/24 at 11:59
1/22-1/26 Week #2	Infection Control	Chapter 10 and corresponding PowerPoint	Chapter 10 Quiz (unlimited attempts) Due 1/28/24 at 11:59 pm
1/29-2/2 Week #3	Environmental Safety	Chapter 11 and corresponding PowerPoint	Chapter 11 Quiz (unlimited attempts) Due 2/4/24 at 11:59 pm
2/5-2/9 Week #4	The Human Body Professionalism	Chapter 6 Chapter 13 and corresponding PowerPoints	Chapter 6 & 13 Quiz (unlimited attempts) Due 2/11/24 at 11:59 pm
2/12-2/16 Week #5	<i>Unit I Exam using *Respondus Lockdown Browser Monitoring*</i>		<i>1 ATTEMPT ONLY!</i> <i>Due 2/18/24 at 11:59 pm</i>
2/19-2/23 Week #6	Ethical and Legal Responsibilities	Chapter 3 and corresponding PowerPoint	Chapter 3 Quiz (unlimited attempts) Due 2/25/24 at 11:59 pm
2/26-3/1 Week #7	The Language of Health Care – Medical Terminology	Chapter 4 and corresponding PowerPoint	Chapter 4 Quiz (unlimited attempts) Due 3/3/24 at 11:59 pm
3/4-3/8 Week #8	Computers & Technology in Healthcare Documentation and Medical Records	Chapter 18 & 19 and corresponding PowerPoint	Chapter 18 & 19 Quiz (unlimited attempts) Due 3/10/24 at 11:59 pm
3/11-3/15 Week #9	<i>Spring Break!</i>		
3/18-3/22 Week #10	<i>Unit II Exam using *Respondus Lockdown Browser Monitoring*</i>		<i>1 ATTEMPT ONLY!</i> <i>Due 3/24/24 at 11:59 pm</i>
3/25-3/29 Week #11	Physical Assessment	Chapter 20 and corresponding PowerPoint	Chapter 20 Quiz (unlimited attempts) Due 3/31/24 at 11:59 pm

4/1-4/5 Week #12	Emergency Procedures	Chapter 21 and corresponding PowerPoint	Chapter 21 Quiz (unlimited attempts) Due 4/7/24 at 11:59 pm
4/8-4/12 Week #13	Oxygen Safety	PowerPoint	Oxygen Safety Quiz (unlimited attempts) Due 4/14/24 at 11:59 pm
4/15-4/19 Week #14	The Communication Process Performance Improvement Successful Employment Strategies	Chapter 16, 23, & 26 and corresponding PowerPoints	Chapter 16, 23, & 26 Quiz (unlimited attempts) Due 4/21/24 at 11:59 pm
4/22-4/28 Week #15	Unit III Exam using *Respondus Lockdown Browser Monitoring*		1 ATTEMPT ONLY! Due 4/28/24 at 11:59 pm
5/1-5/7 Week #16	Final Exam		1 ATTEMPT ONLY! Due 5/7/24 at 11:59 pm

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

Lab Schedule (Face to Face)

Date	Lab Activity	Preparation in Blackboard
Week 1 1/16 - 1/19	Introduction to HPRS 1204 Lecture and Lab/ Application Process	
Week 2 1/22 - 1/26	Handwashing/Gloves (Donning/ Doffing Demonstration) (Glo Germ Experiment)- Skill #1	Lab Blackboard Assignment 1 Due 1/28/24 @ 11:59 pm Read the link from the CDC; answer handwashing quiz
Week 3 1/29 - 2/2	Handwashing/ Glove Donning and Doffing Simulation Test	
Week 4 2/5 - 2/9	PPE and Sterile Field Demonstration- Skill #2 Body Mechanics Lecture	Lab Blackboard Assignment 2 Due 2/11/24 @ 11:59 PM Watch video and answer PPE/Sterile Field Quiz
Week 5 2/12 - 2/16	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 2/12/24

Week 6 2/19 - 2/23	Moving Patients (Bed to W/C & up with a draw sheet)- Skill #3	Watch videos on moving patients before 2/19/24
Week 7 2/26 - 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
Week 8 3/4 - 3/8	Moving Patients Simulation Test Health Care Professions Assignment – bring laptop/tablet to class!	
Week 9 3/11 - 3/15	SPRING BREAK!	
Week 10 3/18 - 3/22	Moving Patients Practice (Bedpans & Bedside Commodes)- Skill #5 PARTICIPATION DAILY GRADE (must be present, no make-ups)	
Week 11 3/25 - 3/29	Emergency Scenario Lecture- Group Assignment for Project Vital Signs Lecture	
Week 12 4/1 - 4/5	Vital Signs Demonstration DAILY GRADE FOR WORKSHEET #1 (must be present, no make-ups)	Lab Blackboard Assignment 3 Watch video and answer Blood Pressure Quiz due 4/7/24by 11:59 pm
Week 13 4/8 - 4/12	Vital Sign Practice DAILY GRADE FOR WORKSHEET #2 (must be present, no make-ups) <u>H/C Professions Assignment DUE at the beginning of lab!</u>	Review blood pressure video
Week 14 4/15 - 4/19	Vital Sign Practice DAILY GRADE FOR WORKSHEET #3 (must be present, no make-ups)	Practice Blood Pressure Simulator on Blackboard Emergency Scenario Group Videos due 4/21/24 @ 11:59 PM
Week 15 4/22 - 4/28	Vital Signs Simulation Test Emergency Scenarios Group Project Videos	
Week 16 5/1 - 5/7	Skills make-ups – Times TBD (by appointment)	

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

Lab 45% (Face to face)	
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

CONTENT OUTLINE

- I. *Health Care Today*
 - A. Health Care as a Career
 1. Qualities of a Health Care Worker
 2. Career Ladders
 3. Occupational Profiles
 - B. Ethical and Legal Responsibilities
 1. Professional Code of Conduct
 2. Improper Ethical Behavior
 3. Confidentiality in Health Care
 4. Patient's Rights
 5. Informed Consent
 6. Advance Directives
 7. Documenting Health Care Records
- II. *The Language of Health Care/ Medical Terminology*
 - A. Common Root Words
 - B. Common Prefixes
 - C. Common Suffixes
- III. *The Human Body/ Organization*
 - A. Structural Organization of the Human Body
 - B. Body Planes
 - C. Directional Terms
- 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. Computers in Health Care
 - B. Documentation and Medical Records
- VII. *Business of Caring*
 - A. Performance Improvement
 - B. Customer Service
- VIII. *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. **Mandatory** use of 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. must be off and silenced. 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 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/or 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 Sunday 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 drink 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/class worksheets and are NOT able to be made-up if absent on that day. There are no alternatives or bonus point assignments available.