



### **III. SCAN COMPETENCIES:**

Recently, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether the nation's students are capable of meeting those demands.

#### **How SCAN Competencies are incorporated into the Introduction to Health Care course:**

##### **1. Resources:**

- Manages time for completing assignments and arriving to class on time.
- Organizes information required for passing examinations.

##### **2. Interpersonal:**

- Participates/speak as a member of a team when completing group assignments.

##### **3. Information:**

- Acquires and evaluates information presented in lectures.
- Maintains and understands information for exams and class discussions.

##### **4. Basic Skills:**

- Demonstrates ability to read the textbook and assignments.
- Demonstrates ability to write when completing assignments.
- Demonstrates ability to listen to lecture and class discussions.

##### **5. Thinking Skills:**

- Demonstrates ability to make decisions when interpreting vital signs.
- Demonstrates ability to make decisions when discussing case studies on ethical and legal responsibility.

##### **6. Personal Qualities**

- Demonstrates responsibility through attendance and completing assignments on time.
- Demonstrates honesty when completing assignments and examinations.

##### **7. Utilizing Technology**

The student should use computer technology to gather information from the Internet to help facilitate learning and

### **IV. INSTRUCTIONAL METHODOLOGY:**

- The class will be in a lecture format, which is to include guest lecturers. Out of respect to the guest lecturers, class attendance is a MUST and the students should attend class on time.  
**We need to provide a respectful and a professional environment for our guest lecturers of health care.**
- Other learning activities will include group discussions, group work, case studies, critical thinking exercises, writing, and multiple activities to facilitate the topics discussed in lecture.

## **V. COURSE RATIONAL:**

This course is an introductory course in health care to discuss various roles of a health care professional. Issues surrounding the delivery of health care will also be addressed. This course has also been created to be a major part of the Tech-Prep and early college-start programs at the high school level. The course would include SCAN objectives that may have not been covered extensively in other program courses. This is an approved course in WECM.

## **VI. COURSE OBJECTIVES:**

1. Discuss the roles of various health care professionals in the current health care delivery system.
2. Recall the educational background methods of credentialing and licensing requirements of health care professions on a state and national level.
3. Describe the current health care systems and their trends.
4. Define professionalism.
5. Identify the rights and responsibilities of being a health care professional.
6. Identify problem solving skills in a health care situation.
7. Describe problem solving skills to various health care situations.
8. Identify legal and ethical responsibilities affecting the practice of health care professionals.
9. Describe legal and ethical responsibilities affecting the practice of health care professionals.

10. Discuss the basic concepts of medical terminology including abbreviations and symbols.
11. Define basic word parts used in medical terminology.
12. Recognize the principles of Infection Control in health care.
13. Discuss the principles of healthy lifestyle management for patients and the health care worker.
14. Identify the vital signs and their normal values.
15. Discuss the principles of vital signs.
16. Experience obtaining vital signs through practice.
17. Review the principles of CPR.
18. Recognize the role of CPR in health care.
19. Describe behaviors for job success.
20. Prepare a resume.
21. Discuss the roles of the health care worker in controlling health care costs.
22. Discuss the aspects of death and dying.
23. Recognize that to pursue a career in health care, students should reason, think critically, make decisions, communicate effectively, and solve problems through case studies.
24. Recognize that quality health care depends on the ability to work well with others, and to develop the characteristics of an effective team member.
25. Described the personal qualities required for those who hope to pursue a career in the health care profession.
26. Assess individual interests and aptitudes to determine if they are well suited for a career in the health care profession.

## **COURSE EVALUATION:**

### **A) Examinations**

- Three examinations are required. A grade must be recorded for each of these exams for the student to receive a final course grade.

- The examinations will represent 300 points or 49% of the total course grade.
- Examination format will vary. There may be multiple choice, word analysis, true-false, abbreviations, symbols, and matching questions.
- **No make-up** examinations will be given unless prior arrangements are made and/or extreme circumstances exist at the scheduled time of the examination. The instructor will consider these circumstances after talking with the student.
- **No retakes** on any unit examinations will be allowed.
- It is the student's responsibility to take the examinations by the scheduled deadlines. Refer to the attached proposed study and testing schedule.

### **B) Outside/Inside Class Assignments**

Please refer to the handout labeled Outside Class Assignment and the two Inside Class Assignments noted on assignments page attached for more details. This represents 80 points of course grade or 13%.

### **C) Journal of Health Professionals**

The student is to keep a journal entry for all the guest speakers, which come to class for their future references. Students will either keep a Regular Journal entry or a special journal entry per guest lecture. The special journal blank forms will be included in your packet. There must be one entry for each guest lecturer, either a regular or special. The type of journal entry will be announced and indicated on your schedule for the course. Each journal entry will reflect attendance for that day. Attendance is a must, or a zero for that day will be recorded. **No make-ups.** *The journal entry is due the very next day following the guest lecturer for credit. No late will be accepted.*

This section will represent 61 points or 10% of the total course grade and attendance for that day.

### **D) Group Work Projects**

There will be designated days (see schedule) for group work to discuss and reinforce certain topics mentioned in lecture. (Approximately three days.) Participation and attendance will be reflected on this day.

This will represent 80 points or 13% of the total course grade.

**There will be no make-ups for group/skills workdays.**

**E) Homework**

Homework's will be assigned to re-enforce concepts mentioned in lecture. This will represent 45 points or --7% of course grade. Late homework will only be accepted one class day pass the due date.

**F) Attendance**

Attendance will be worth 40 points or 6% of the course grade. For each day missed you will lose one point from this grade section. Important to note: several absences could bring your grade down a letter grade.

**VII. GRADING:**

**EXAMS:**

- Exam material will be based on all lecture material and all assigned exercises.
- The student is responsible for the material in the text even though that material may not be covered in class.
- All exams and graded answer sheets will be retained by the instructor. Any student who removes a graded examination from the classroom may receive a zero for that examination. All graded examinations must be turned back into the instructor prior to leaving the classroom.

**GRADE SCHEME:**

606-543 (90-100)	= A
542-482 (80-89)	= B
481-421 (70-70)	= C
420-361 (60-69)	= D
<360 (<59)	= F

A minimum grade of "C" will be accepted by Health Science Programs at Austin Community College.

**VIII. COURSE POLICIES:**

**1. Discipline Policies**

Students are responsible for withdrawing themselves from class. Students who do not progress satisfactorily, and do not keep up with the deadlines are responsible for their withdrawal. If the student is failing and does not withdraw, the student will be assigned an F.

The students needs to keep up with the schedule, tests, and due dates as this is very essential in order to become a responsible health practitioner.

Assignments turned in after the due date will be penalized 5 points per class day no matter what the circumstances may be. Assignments will not be accepted one week from their due dates. No exceptions.

**The last day for withdrawal: Check college calendar for this information each semester**

Incompletes are given at the discretion of the instructor if the student if the student has completed two exams with passing grades.

Students are expected to participate appropriately in the classroom. This includes, but not limited to helping with exercises, demonstrations, and asking clarifying questions. Inappropriate participation which includes, but not limited to talking during lecture, use of cell phone, and interrupting others may disrupt the learning process and is subject to disciplinary action.

Disciplinary action may include a discussion with the instructor for the first offense, a discipline referral to the Dean of student services for a repeated offense, a meeting with the Department Chair of Allied Health Sciences or Dean of Health Sciences, and possible removal from the course. Please refer to the ACC Student Handbook for additional information.

The student needs to keep up with the schedule and test due dates, as this is very essential in order to become a responsible health practitioner.

## **2. Academic Dishonesty**

Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper;

projects, either individual or group; classroom presentations, and homework.

The penalty for academic dishonesty is an automatic failing grade of "F" in the course.

### **Students with Disabilities**

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.

## **IX. OTHER MISC. INFORMATION:**

- Please **turn off** cell phones and pagers when in class.

**Student concerns:** *“Any student who has a complaint involving the course should first attempt to resolve the matter with the instructor directly involved. If the student is unable to resolve the complaint with the instructor, the student must follow the procedure stated in the student handbook in an attempt to resolve the matter.”*

- **Per ACC policies, children will not be allowed to attend classes under any circumstances.**
- Not everybody knows everything there is to know about health care related issues, therefore, there will be times when reference books are needed and questions asked will be answered next class period, if there is even any information on the topic proposed.
- My class notes will NOT be available to the students for copying.

## X. HINTS FOR SUCCESS

- Keep up with the material. Do not get behind.
- Attend class every day to benefit from the learning experience.
- This is a class that is going to be very beneficial to you once you are in your desired program and profession.
- **REMEMBER** . . . You have an instructor who is willing to help you during established office hours if you need some extra assistance.
- The student is encouraged to come during office hours to go over exams.

