COURSE:  PREFIX:  NO:  |  EFFECTIVE DATE  |  NEXT REVIEW DATE
AHS  101  |  Fall 2000  |  Fall 2001

TITLE:  CREDITS  CONTACTS
Introduction to  2  CLASS - LAB - TOTAL
Health Professions  2  0  2

PREREQUISITES:  None

DESCRIPTION:  This is an introduction to the health care field with an emphasis on nursing. There is discussion of patient’s rights, medical terminology, drug calculations, nursing skills, safety, and universal precautions.


MATERIALS (specifying those to be purchased by student):  Students need to purchase notebook, black ink pens and number 2 pencils/erasers.

COLLATERAL READING:

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic dishonesty:  During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else’s work will be given a grade of zero on that work and face further disciplinary action.

Attendance:  Students are expected to attend all scheduled classes or labs, however, up to 20% of absence are allowed for unavoidable hardships such as illness or car trouble. A student missing more than 20% of class for any reason will be dropped from the course for excessive absences. A grade of “W” will be assigned if a student drops a class prior to mid-term and is passing. After mid-term, a grade of “WF” is assigned unless there are extenuating circumstances and the student is passing the course at the time of withdrawal.

Assigned Work:  Each student is responsible for all material covered and all assignments made in class. It is the student’s responsibility when absent from a class, laboratory or other scheduled event to make satisfactory arrangements for any make-up work permitted by the instructor.
Tardy Policy: A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence.

RESOURCES (A-V, persons, tools/equipment):
COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

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<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>1</td>
<td>Overview of the Health Care Industry Chapters 1 and 2</td>
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<td>Financial Health Services Chapter 3</td>
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<td>Long-Term Care Issues Chapter 4</td>
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<td>A Look at Health Care in the Future Chapter 5</td>
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<td>Health Care Planning Chapter 6</td>
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<td>6</td>
<td>In-Depth Look at Health Professions Medicine</td>
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<td>7</td>
<td>In-Depth Look at Health Professions Dentistry</td>
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<td>In-Depth Look at Health Professions Pharmacy</td>
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<td>11</td>
<td>In-Depth Look at Health Professions Respiratory Care</td>
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<td>In-Depth Look at Health Professions Occupational Therapy</td>
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OBJECTIVES OF COURSE:
1. Develop an understanding of the health care field.
2. Discuss patients’ bill of rights.
3. Demonstrate knowledge and understanding of etiquette and basic communication skills in the health care field.
4. Demonstrate knowledge and understanding of professionalism.
5. Discuss the different levels of nursing and education requirements for each level and the employment opportunities for the health care field.
6. Describe the use of universal precautions and safety precautions in health care.
7. Develop basic knowledge and understanding of drug calculations.
8. Discuss personal protective equipment (PPE).
9. Discuss the environment of the work place.
10. Demonstrate basic knowledge and understanding of ratio and proportion.
11. Describe the chain of command in health care.
12. Discuss the importance of being a team player in the health care field.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
Objective Lecture examinations
Quizzes and class assignments
EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
Terminology Tests
Drug Calculation Tests
Article Critique
Nursing Skills

GRADING SCALE: PASS/FAIL
Grades are determined according to the following:

1. Passing terminology tests with a grade of 78
2. Completion of drug calculation tests with a grade of 78
3. Completion of article critique
4. Satisfactory completion of nursing skills

INTRODUCTION TO THE HEALTH PROFESSIONS
COURSE OUTLINE

UNIT I: THE HEALTH CARE INDUSTRY

A. Facilities

1. Organizational charts
2. Hospitals
   a. Public
   b. Proprietary
   c. VA
3. Rehabilitation Centers
4. Nursing Home
5. Home Health
6. Private Clinics/Office-Based Practices
7. Community-Based Programs
   a. Government Clinics
   b. Ambulatory Care Centers
   c. Mental Health Centers
8. School Systems

B. Reimbursement
1. Costs
2. Medicare
3. Medicaid
4. Private Insurance
5. Health Maintenance Organizations
6. DRG’s/PPS
7. Preferred Provider Organizations
8. Grants and Other Funding Sources

C. Other Issues

1. Trends in Health Care
   a. Inpatient vs. Outpatient
   b. Managed Care
   c. Multiskilling

2. Americans with Disabilities Act
UNIT II: THE HEALTH CARE PROFESSIONAL

A. Communication Skills

1. Basics (verbal vs. nonverbal)
2. Telephone Etiquette
3. Assertiveness/Conflict Resolution
4. Patient Communication (avoiding the Competency Gap)
5. Multiculturalism/Values/Biases
6. Health Care Teams

B. Professionalism

1. Standards of Care
2. Demeanor
3. Appearance
4. Confidentiality
5. Ethics
6. Liability
7. Professional Organizations

C. Skills

1. Universal Precautions
2. Body Mechanics
3. OSHA/Fire Regulations

D. Critical Thinking Skills

1. Problem Solving
2. Clinical Reasoning

UNIT III: THE HEALTH CARE PROFESSIONAL

A. Roles and Responsibilities

B. Educational Requirements

C. Job Opportunities; Outlook

D. Salaries

E. Career Ladders/Related Occupations