



**ALHS 1040 Introduction to Healthcare
COURSE SYLLABUS
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 3/3750
Class Location: 618, Gillis Building-Vidalia Campus
Class Meets: Monday and Wednesdays, 10:30-12:40
Course Reference Number (CRN): 40217

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Brooke Hinson, MSN, RN
Office Location: 707, Gillis Building-Vidalia Camps
Office Hours: 3-5 Monday thru Thursday
Email Address: [Brooke Hinson \(bhinson@southeasterntech.edu\)](mailto:bhinson@southeasterntech.edu)
Phone: 912-538-3144
Fax Number: 912-538-3106
Tutoring Hours (if applicable): Email instructor to set up an appointment

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Introduction to Health Care by Mitchell & Haroun-Custom printing (only chapters 9, 10, 11, and 20)
Heartsaver First Aid. American Heart Association **2015 Guidelines** (must pay a separate fee of \$22 for the card)
BLS for Healthcare Providers Student Manual. American Heart Association **2015 Guidelines** (must pay a separate fee of \$8 for the card)

REQUIRED SUPPLIES & SOFTWARE

Pen, pencil, paper, notebook, highlighter, watch with a second hand, Cardiopulmonary resuscitator mask adult and infant size (Available for purchase in bookstore). **Students will not be allowed to perform skill check-offs without these items.**

COURSE DESCRIPTION

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: Blood/Air-borne Pathogens, Infection Control, Vital Signs, Basic Emergency Care/First Aid and triage, and Basic Life Support/Cardiopulmonary Resuscitation (CPR).

MAJOR COURSE COMPETENCIES

1. Infection control/blood and air-borne pathogens

2. Vital Signs
3. Basic emergency care/first aid and triage
4. Basic life support/Cardiopulmonary Resuscitation (CPR)

PREREQUISITE(S)

Provisional Admit

COURSE OUTLINE

Infection control/blood and air-borne pathogen

1. Differentiate the roles, standards and guidelines for the following agencies: Center for Disease Control and Prevention (CDC); Occupational Health and Safety Administration (OSHA); and Federal Drug Administration (FDA).
2. Describe the characteristics of each link of the infection chain.
3. Define blood/air-borne pathogens.
4. Identify exposure risks related to health occupations.
5. Demonstrate pre and post exposure precautions to include handwashing, gloving (sterile/nonsterile, Personal Protective Equipment (PPE),
6. Describe causative agent, symptoms, occurrence, reservoir, mode of transmission, incubation period, period of communicability, prevention and control measures of the following diseases: Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome, all types of Hepatitis (A, B, C), Tuberculosis, Meningitis, antibiotic resistant microbes and Herpes Viruses.
7. Differentiate forms of immunity.

Vital Signs

1. Demonstrate proficiency in obtaining and documenting blood pressure, temperature, pulse, respiration, weight and height.
2. Describe factors that affect vital signs including normal and abnormal values.

Basic Emergency Care/first aid and triage

1. A course from an accredited agency (American Safety and Health Institute, American Heart Association, American Red Cross) leading to certification in First Aid is acceptable in lieu of the following recommended outline.
2. Perform initial assessment.
3. Demonstrate various techniques for control of bleeding.
4. Describe first aid for various types of shock.
5. Apply bandages and splints.
6. Describe assessment and treatment of burns, poisoning, seizures, insect stings/bites, heat and cold exposure, syncope.

Basic life support/CPR

1. Acquire certification in CPR for Healthcare Providers (including 2 person CPR) by a certified instructor from American Heart Association or American Red Cross (or) CPR-PRO for the Professional Rescuer from the American Health and Safety Institute.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are required to complete all exams and daily assignments.

Prior to each class, the student is expected to complete the following:

1. Read the assigned chapter.
2. Complete the answers to the review questions at the end of the chapter.
3. Complete the definitions of the key terms listed at the beginning of the chapter.

Skill Performance Evaluations:

The following skill performance evaluations will be conducted throughout the semester. The student will be given specified equipment and supplies (except a watch and CPR resuscitation mask), time for completion, and 3 possible attempts to complete the skill. Students will be graded pass or fail.

Chapter 10

Handwashing

Donning sterile gloves

Applying and removing mask, gown and gloves

Chapter 20

Taking Oral temperature

Taking Tympanic temperature

Taking Radial pulse

Counting Respirations

Taking Blood Pressure

Measuring Height and Weight

CPR Skills

1 and 2 Rescuer Adult BLS with Automated External Defibrillator (AED)

1 and 2 Rescuer Infant BLS

First Aid Skills

Finding the Problem

Stopping Bleeding and Bandaging

Splinting

Using an Epinephrine Pen

Exams: During an examination, students are required to place all textbooks and personal property in the designated area located in the classroom. Students are to be seated with an empty seat between each student, if possible. No talking is allowed once the test begins. Students found with their cell phone or any other personal communication device during a test will be considered cheating and given a zero for the exam grade.

Students will be given a total of 7 written exams throughout the semester and 1 final exam at the end of the semester. The exam format consists of true false, multiple choice, matching, short answer, fill in the blank, and essay questions. A total of 100 points may be earned on each exam. SEE CPR SECTION FOR SPECIAL INFORMATION REGARDING THAT EXAM.

Content areas for each exam

Exam	Blood/Airborne Pathogens Videos
Exam	Chapter 20/ Physical Assessment
Exam	Chapter 10/Infection Control
Exam	First Aid Test
Exam	Chapter 9/Body Mechanics
Exam	BLS Healthcare Provider CPR Test
Exam	Chapter 11/Environmental Safety
Final Exam	Chapters 9, 10, 11, & 20

Evaluation Procedures:

Students will be given a total of 7 written exams throughout the semester and 1 final exam at the end of the semester. The exam format consists of true false, multiple choice, matching, short answer, fill in the blank, and essay questions. A total of 100 points may be earned on each exam. No test grades are dropped.

In order to sit for the final exam, a student must first, successfully complete all Skills Performance Evaluations prior to the date of the scheduled final and maintain a final chapter/unit Test Average of 70 or above. Grades of 69.9 will not be rounded up. If the student has below a 70 average or fails to complete the required skills, the student will be not be allowed to take the final exam and will receive a grade of zero.

Since CPR is a critical competency for this course, an American Heart Association mandated grade of 84% or higher must be achieved on the CPR test along with passing the CPR skill check-offs in order to pass the class. In the event of a failing grade on the exam, students will be given the opportunity to remediate and retest once. After passing the second exam, the two exams will be averaged together and recorded for the CPR exam grade for this class. Failure to pass the second CPR Test will require student to repeat ALHS 1040.

If a student is already certified in BLS/CPR, and has a current BLS card, they still must attend the CPR class and take the CPR exam. **Any exception(s) to this requirement will require Dean approval and would only be in some exceptional circumstance.** If the student is approved, he or she must re-take the CPR exam (student is allowed only one chance) with the class and must pass with a grade of 84 or higher. However, if the student scores less than 84, they must attend the CPR class. Since the CPR test is given at the end of the CPR class, the student may need to re-take the CPR class with Tommy Jenkins. The student may contact Tommy Jenkins, STC Training Center Manager, at 912-538-3200 to schedule a makeup class additional fees will apply. The two CPR test will be averaged together.

If a student misses CPR or First Aid, he or she will not be allowed to makeup these classes with the instructor. Unless there is another CPR class the student can attend, the student may contact Tommy Jenkins, STC Training Center Manager, at 912-538-3200 to schedule a makeup class additional fees will apply. Remember all skills and exams must be completed prior to taking the final exam and the exam makeup rule still applies.

For CPR classes you must arrive on time. Wear Comfortable Clothing But Must Be Appropriate For Class. No low cut tops. Pants must fit so that when bending over there is no exposure of the buttocks. Anyone dressed inappropriately will be dismissed from the class.

Students are also responsible for policies and procedures in the *Southeastern Technical College E-Catalog*.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

A student is allowed to miss a maximum of **3 days of class**. Students missing more than **3 days of class** will be dropped for exceeding the attendance policy.

ADDITIONAL PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course. A tardy will be issued if a student has missed less than 20% of instructional class time. An automatic absence will be issued if the student misses greater than 20% of instructional class time. This averages out to 10 minutes per hour. For example, a class that meets from 9:00-11:30 will be considered absent if he/she is not in class by 9:30.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (QUIZZES, HOMEWORK, PROJECTS, ETC.)

In the event of an absence(s), it is the student's responsibility to obtain any lectures and/or handouts prior to the next scheduled class. In addition, students are expected to complete any exam(s) as scheduled per lesson plan over missed materials.

MAKEUP GUIDELINES FOR TESTS: In the event of an excused absence on an exam day, the student will be allowed to make-up one exam (excluding the final exam) which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. Failure to show up for a make-up exam results in a grade of zero.

An excused absence is jury duty, military duty, court duty, or required job training. Other excused absences may also include illness, hospitalization or a death in the student's immediate family. Official, written documentation such as a subpoena or a doctor's excuse must be provided by the student prior to taking the make-up exam. The instructor reserves the right to refuse for the student to take the make-up exam based on the merit of the documentation.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty,

including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Exams	75%
Final Exam	25%
Skills	Pass/Fail

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

ALHS 1040 Introduction to Healthcare Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 1/8		Introduction to course Go over syllabus/lesson plan Go over STC policies Go get books	Read over BBP and TB Handouts at home for next class	
1/10	TB and BBP	TB and BBP pathogen Videos Discuss handout information	Study for TB and BBP test	1 a-c
Week 2 1/15	Holiday	Holiday		
1/17	Test TB and BBP Chapter 10	Test TB and BBP then begin Chapter 10 Infection Control	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1 a-c
Week 3 1/22	Chapter 10	Chapter 10 Infection Control and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1 a-c
1/24	Chapter 10	Chapter 10 Infection Control and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1 a-c
Week 4 1/29	Chapter 10	Chapter 10 Infection Control and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1 a-c
1/31	Chapter 10	Chapter 10 Infection Control and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1 a-c
Week 5 2/5	Test Chapter 10	Test Chapter 10 then Begin Chapter 9 Body Mechanics	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1, 3 a-c
2/7	Chapter 9	Chapter 9 Body Mechanics	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	3 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6 2/12	Chapter 9	Chapter 9 Body Mechanics	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	3 a-c
2/14	Chapter 9	Chapter 9 Body Mechanics	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	3 a-c
Week 7 2/19	Test Chapter 9	Test Chapter 9 then Begin Chapter 11 Environmental Emergencies	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1, 3 a-c
2/21	Chapter 11	Chapter 11 Environmental Emergencies	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1, 3 a-c
Week 8 2/26	Chapter 11	Chapter 11 Environmental Emergencies	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1, 3 a-c
2/28	Chapter 11	Chapter 11 Environmental Emergencies	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	1, 3 a-c
Week 9 3/5	Test Chapter 11 CPR requirements	Test Chapter 11 then discuss CPR and CPR requirements	Make sure to have your CPR book (or voucher) and mask	1, 3 a-c
3/7	CPR Group 1	American Heart Association CPR 2015 Guidelines	CPR DVD and check- offs	4 a-c
Week 10 3/12	CPR Group 2	American Heart Association CPR 2015 Guidelines	CPR DVD and check- offs	4 a-c
3/14	Test CPR	Test CPR then Discuss First Aid requirements	Finish CPR Make sure to have first aid book or voucher	4 a-c
Week 11 3/19	First Aid	American Heart Association First Aid	First Aid DVD and check-offs	3 a-c
3/21	Test First Aid	Test First Aid	Finish First Aid Read Chapter 20 at home for next class	3 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 12 3/26	Chapter 20	Chapter 20 Physical Assessment and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
3/28	Chapter 20	Chapter 20 Physical Assessment and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
Week of April 2	Spring Break	Spring Break		
Week 13 4/9	Chapter 20	Chapter 20 Physical Assessment and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
4/11	Chapter 20	Chapter 20 Physical Assessment and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
Week 14 4/16	Chapter 20	Chapter 20 Physical Assessment and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
4/18	Chapter 20	Chapter 20 Physical Assessment and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
Week 15 4/23	Chapter 20	Chapter 20 Physical Assessment and Skills	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
4/25	Chapter 20	Test Chapter 20	Read appropriate chapter in textbook Complete worksheets Study for upcoming test	2 a-c
Week 16 4/30	Review	Review for final exam if needed	Study at home for final exam	2 a-c
5/2	Final Exam	Final Exam		1-4 a-c

Competency Areas: (will vary for each course/taken from state standards)

1. Infection control/blood and air-borne pathogens
2. Vital Signs
3. Basic emergency care/first aid and triage
4. Basic life support/CPR

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.