



ALHS 1040
INTRODUCTION TO HEALTH CARE
COURSE SYLLABUS
HYBRID
SUMMER SEMESTER 2017

Semester: Summer 2017
Course Title: Introduction To Health Care
Course Number: ALHS 1040
Credit Hours/ Minutes: 3/3750
Class Location: Room 733/619, Gillis Building
Class Meets: M & W 5:30-8:00 (60% in class and 40% online)
CRN: 60211

Instructor: Sandy Riner
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Co/Instructor: Brooke Hinson, RN, MSN
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Phone: 912-538-3144
Fax: 912-538-3106
Office Location: Vidalia Campus, Gillis Building-707
Tutoring Hours: Please schedule an appointment with course instructor for tutoring or extra help outside of class time.

Preferred Method of Contact: EMAIL
sriner@southeasterntech.edu
bhinson@southeasterntech.edu

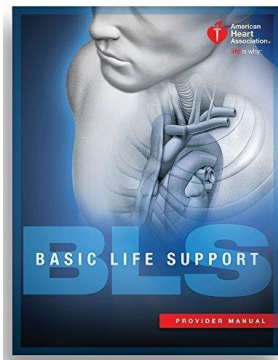
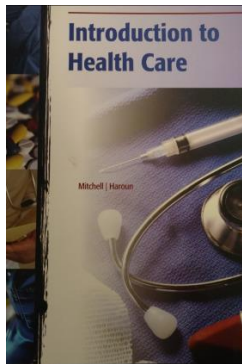
This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT:

Introduction to Health Care- Custom Book and MindTap Access Code by Mitchell & Haroun (Must be purchased in STC bookstore)

Heartsaver First Aid. American Heart Association **2015 Guidelines**

BLS for Healthcare Providers Student Manual. American Heart Association **2015 Guidelines**



REQUIRED SUPPLIES & SOFTWARE: Pen, pencil, paper, notebook, highlighter, watch with a second hand, CPR 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/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/CPR

PREREQUISITE(S): Provisional Admission

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: STC 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 tests and assignments.

Hybrid (MindTap) Assignments: Students are required to complete assignments in blackboard utilizing MindTap for the hybrid portion of the course. Graded assignments (those with due dates assigned) are due by 8am the morning of each corresponding test. Any missed graded assignment will result in a grade of zero.

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 & 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 AED
1 and 2 Rescuer Infant BLS

First Aid Skills

Finding the Problem
Stopping Bleeding and Bandaging
Splinting
Using an Epinephrine Pen

Tests: During a test, 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 test grade.

Students will be given a total of 7 written tests throughout the semester and 1 final test at the end of the semester. The test 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 test. SEE CPR SECTION FOR SPECIAL INFORMATION REGARDING THAT TEST.

All chapter tests listed below will be taken during the face-to-face, classroom portion of the course. Grades will be listed in the blackboard grade book in order for students to be able to keep up with their grades and overall average.

Content areas for each test

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

Evaluation Procedures:

Students will be given a total of 7 written tests throughout the semester and 1 final test at the end of the semester. The test 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 test. No test grades are dropped.

Students will also be completing graded assignments during the hybrid portion of the course.

In order to sit for the final test, 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 not be allowed to take the final test and will receive a grade of zero.

CPR:

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 test, students will be given the opportunity to remediate and retest once. After passing the second test, the two tests will be averaged together and recorded for the CPR test 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 test. **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 test (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 tests must be completed prior to taking the final test and the test 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.

*****CPR dates have extended class time. Please see the lesson plan for dates and extended times.*****

STC Policies: Students are also responsible for policies and procedures in the *STC 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 also 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 and face financial aid repercussions in upcoming semesters.

ADDITIONAL ATTENDANCE PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science and Cosmetology 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 testple, in this class which meets from 9:00-3:00 (5 hours excluding lunch) on Tuesday and Wednesday, a student will be counted tardy if he/she arrives between 9:01 and 10:00. After 10:00, the student will be counted absent. On Thursday, this class meets 9:00-12:00, a student will be counted tardy if he/she arrives between 9:01 and 9:36. After 9:36, the student will be counted absent. Tardies after lunch and early departures are calculated in the same manner.

For this class, which meets 2 days a week for 9 weeks, the maximum number of days a student may miss is 2 days during the semester.

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, Room 108 Vidalia Campus, 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 the Special Needs Office located at the Vidalia Campus: Helen Thomas, Room 108, (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" 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 also 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: (in class-excluding tests): 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.

MAKEUP GUIDELINES FOR GRADED HYBRID ASSIGNMENTS: All hybrid assignments have due dates set by the instructor. Students are encouraged to work ahead to ensure due dates are not missed. NO make-ups are allowed for these assignments. A grade of zero will be assigned for missed assignments.

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

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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:

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

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at www.southeasterntech.edu.

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:

Unit Tests 55%
MindTap 25%
Final Test 20%
Skills P/F

GRADING SCALE:

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

Each student's final course grade will be determined as follows:

Average of Tests x 0.55 = _____
MindTap Assignments x 0.25 _____
Final Test x 0.20 = + _____
Numerical Course Grade = _____

****Disclaimer Statements****

******Instructor reserves the right to change the syllabus and/or lesson plan as necessary.******

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****

ALHS 1040 INTRODUCTION TO HEALTH CARE- HYBRID M & W 5:30-8:00 SUMMER SEMESTER 2017 LESSON PLAN Lesson Plan may change at the discretion of the instructor.				
Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Week 1				
5/17 W	Course Over-view	Introduction to the course and hybrid components ***** Get books and review syllabus/lesson plan and STC policies Give out TB and BBP Handouts	Study TB and BBP handout at home for next class	* 1 ** a & c
Week 2				
5/22 M	Blood Borne Pathogens Tuberculosis	Video "Blood Borne Pathogens" Review handout Video "Tuberculosis" Review handout	Study for TB an BBP test Look over Ch 10	*1 ** a & c
5/24 W	Ch 10	BBP and TB test Then Ch 10 Infection Control	Read and Study Ch 10 Lecture/Lab Complete Ch 10 hybrid (MindTap) Assignments by 6/5 at 8am	* 1 ** a & c
Week 3				
5/29 M	HOLIDAY	HOLIDAY		* 1 ** a & c
5/31 W	Ch 10	Ch 10 Infection Control	Study for Ch 10 test and Lecture/Lab Bring First Aid book for next class	* 3 ** a & c
Week 4				
6/5 M	Test Ch 10 Then AHA FA	Test Ch 10 Then Begin AHA FA Epi Pen Skill Check-off Injury Emergencies	Study and review First Aid book	* 3 ** a & c

6/7 W	AHA FA	Splinting Skill Check-off Finish AHA FA Stop Bleeding Skill Check-off Environmental Emergencies	Study for First Aid test Review Ch 9	*3 ** a & c
Week 5				
6/12 M	AHA FA Then Ch 9	Test AHA First Aid Then Ch 9 Body Mechanics	Read and study Ch 9 at home for next class Complete hybrid (MindTap) assignments by 6/19 at 8am	*3 ** a & c
6/14 W	Ch 9	Body Mechanics	Read and study Ch 9 at home for test	*3 ** a & c
Week 6				
6/19 M	Test Ch 9 Then Ch 11	Test Ch 9 Body Mechanics Then Ch 11 Environmental Emergencies	Read and study Ch 11 for class Complete hybrid (MindTap) assignments by 6/26 at 8am	*3 ** a & c
6/21 W	Ch 11	Ch 11 Environmental Emergencies	Read and study ch 11 at home for test	* 3 ** a, b, c
Week 7				
6/26 M	Test Ch 11	Test Ch 11 Environmental Emergencies	Get CPR book and mask	* 3 ** a, b, c
6/28 W	AHA CPR Class from 5:30-9:00	65% mark AHA CPR	Study CPR book and answer section questions at home	* 4 ** a, b, c
Summer Break July 3-July 6 No Classes				
Week 8				
7/10 M	AHA CPR Class from 5:30-9:00	AHA CPR	Study CPR book and answer section questions at home	* 4 ** a, b, c
7/12 W	AHA CPR Test	CPR test	Study Ch 20 at home for next class	* 4 ** a, b, c
Week 9				
7/17 M	Ch 20	Ch 20 Physical Assessment	Read Ch 20 at home for next class Complete hybrid (MindTap) assignments by 7/26 at 8am	* 4 ** a, b, c
7/19 W	Ch 20	Ch 20 Physical Assessment	Lecture/Lab	* 2 ** a, b, c
Week 9				
7/24 M	Ch 20	Ch 20 Physical Assessment	Lecture/Lab	* 2 ** a, b, c
7/26 W	Test Ch 20	Test Ch 20 Physical Assessment	Study for final test utilizing book and MindTap resources	* 2 ** a, b, c
Week of Final Test				
7/31 M	Final Test	<u>Final Test over Ch 9, 10, 11, & 20</u>		* 1-4 ** a, b, c

*** Competency Areas:**

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.

LESSON PLAN FOR HYBRID (MINDTAP GRADED ASSIGNMENTS LISTED BY CHAPTER

****Please Note****

A grade of zero “0” will be assigned for any required assignments that are not taken by the due date listed on the main lesson plan and below.

Chapter 10 due by 8am on June 5

Ch 10 Infection Control

Build Content  Assessments  Tools  Partner Content 



10. Apply Yourself: Learning Lab



10. Test Yourself



10. Check Yourself



Quick Check 10.1




Procedure 10-2 Assignment



Procedure 10-3 Assignment



Quick Check 10.2 



Quick Check 10.3



10. Chapter Homework

Chapter 9 due by 8am on June 19

Ch 9 Body Mechanics

Build Content 

Assessments 

Tools 

Partner Content 





9. Reality Check




9. Check Yourself



Quick Check 9.1



Quick Check 9.2 



Quick Check 9.3



9. Chapter Homework



9. Apply Yourself: Body Mechanics



9. Test Yourself

Chapter 11 due by 8am on June 26

Ch 11 Environmental Emergencies

Build Content 

Assessments 

Tools 

Partner Content 

↑↓



11. Reality Check




11. Check Yourself



Quick Check 11.1



Quick Check 11.2 



Quick Check 11.3



11. Chapter Homework



11. Apply Yourself: Fire Safety



11. Test Yourself

Chapter 20 due by 8am on July 26

Ch 20 Physical Assessment

Build Content 

Assessments 

Tools 


Partner Content 

↑↓



Quick Check 20.1



Quick Check 20.2 



20. Check Yourself



Quick Check 20.3



20. Chapter Homework



20. Apply Yourself: Learning Lab



20. Test Yourself