

Los Angeles Trade-Technical College  
A Community College  
Department of Allied Health  
**SYLLABUS**

Instructor:	Course Name: Skill Set for the Health Care Professional HOC 62: 2 units
Phone: Email:	Semester: 2015 Section Number:
Office Hours:	Class Time:
Office Location:	Classroom:

**COURSE DESCRIPTION:**

This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring and basic first aid, therapeutic communication and basic health documentation.

**REQUIRED TEXTBOOKS:**

DeLaet, Roxann, Introduction to Health Care and Careers, Wolters Kluwer, 2012

**STUDENT LEARNING OUTCOME:**

Student will demonstrate understanding of principles in basic patient care skills.

Student will perform basic skills of care to patients with injuries or diseases.

**COURSE THEORY OBJECTIVES:**

At the completion of the course students will be able to:

1. Define and describe elements of infection control in the clinical setting.
2. Define and describe techniques of providing basic care in the case of i.e. sprains and fracture, wounds, head injuries, airway obstruction, bleeding, shock and allergic reactions.
3. Identify and describe common safety issues in hospitals, clinics, long term care facilities and the home.
4. Define and describe basic elements of vital sign assessment
5. Define and describe customer service/therapeutic communication.

## COURSE CLINICAL OBJECTIVES

1. Demonstrate and practice techniques for promoting infection control.
2. Demonstrate and practice basic first aid skills.
3. Demonstrate and practice techniques for promoting environmental safety.
4. Demonstrate and practice vital sign assessment
5. Demonstrate and practice therapeutic communication
6. Demonstrate and practice SBAR and narrative reporting and recording of patient data.

**Disability Support Services (DSS) Accommodation Statement:** “Students with disabilities who seek academic accommodations should first promptly contact the Disabled Students Programs and Services (DSPS) office, Mariposa Hall, Room 100, (213) 763-3773, or [dspslattc@lattc.edu](mailto:dspslattc@lattc.edu), to make a request for accommodations. For more information, please refer to LACCD Administrative Regulation E-100 (Criteria for Serving Students with Disabilities.)”

## ABSENCE

Students may be absent from class a maximum of the total number of hours that the class meets in one week. Any absences beyond that amount of time may be made up only at the discretion of the instructor. If the absences cannot be made up in a satisfactory way then the student will be dismissed from the course. Students are expected to arrive on time. Three late arrivals of 5 minutes or more will be counted as one absence.

## GRADING

### A. Theory and Clinical: Total Available Points: 240

1. Points are accumulated as follows

#### A. Theory

Quizzes 4 @ 25 points each	100 points
Competency Quiz: Safety and Infection Control	20 points
Assessment Skills/First Aid	20 points

#### B. Clinical

Skill Demonstrations 6 @ 10 points each	60 points
Assessment Skills/First Aid Practicum	
4 stations @ 10 points each	40 points

2. Criteria for assigning letter grades:

A= 90%-100% (216-240)	B= 80% - 89.9% (192-215.9)
C= 70% - 79.9% (168-191.9)	D= 60% - 69.9% (144-167.9)
F= Below 60% (143.9 or less)	

3. To pass the course a student must achieve 70% of the total possible points (240).
  - a. Scores on quizzes and other exams are NOT rounded up.
4. Students are responsible for scheduling appointments with the instructor to discuss issues related to the theory portion of the course.
5. Quiz/Tests
  - All exams must be taken as scheduled. There are no make-up examinations unless there are extraordinary circumstances substantiated by the student and approved by the instructor. If a make-up examination is allowed the student may earn a maximum of 70% no matter what the actual score.
  - Quizzes and final are given in class or on moodle.
    - This will be announced in class.
  - Students must bring their own 50 item Scantron and #2 pencil for in-class examinations.
  - Content of quizzes is based on lecture objectives and may be based on related material from prerequisite and concurrent courses.
  - Quiz/test review occurs after each quiz/test.
  - Any discrepancies should be discussed with the instructor during office hours or via email within the week the quiz was given.
  - No note taking allowed during quiz review
  - Practicum demonstrations will be scheduled in advance.
6. Students are responsible for maintaining awareness of their status throughout the course.
7. Contact instructor early in course if difficulties are experienced within course (i.e. lack of understanding of material, poor scholastic achievement, etc.)
8. Rubric for Grading Skill Demonstrations (10 points each)
  - a. Washed hands prior to and after performing the skill (2 pts.)
  - b. Performed skill competently and accurately (2 pts.)
  - c. Took appropriate safety precautions (2 pts.)
  - d. Explained the procedure to the patient (2 pts.)
  - e. Recorded or reported data accurately and appropriately (2 pts.)
9. Rubric for Grading Competency Practicum (4 stations/40 points)
  - a. Washed hands prior to and after performing the skill (2 pts.)
  - b. Performed skill competently and accurately (2 pts.)
  - c. Took appropriate safety precautions (2 pts.)
  - d. Correctly explained the procedure to the patient (2 pts.)
  - e. Recorded or reported data appropriately and accurately (2 pts.)

## 10. Digital Badges

- a. A digital badge will be awarded to the student who earns 80% or more on the competency quiz.
  - i. 80-89% Effective
  - ii. 90-100% Highly Effective
- b. The competency quiz grade will be part of the final course grade
  - i. Safe Practice/Infection Control
  - ii. Assessment/First Aid (Concepts)
  - iii. Assessment/First Aid (Practical Application)

**11. Students will be expected to follow the LACCD student code of conduct as it relates to student dishonesty (Board Rule 9803.28) as follows: "Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. For more information on the Standards of Student Conduct refer to the college catalogue.**

12. Faculty and students are expected to follow the following district policy with the goal of keeping the campus free of discrimination of any kind.

9803.21 Discriminatory Behavior: Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's Non-discrimination Policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

**Topics and dates are subject to change. Announcements will be made in class. Students are responsible for adjusting their calendar.**

**...COURSE SCHEDULE: Theory**

<b>Date</b>	<b>Topics/Objectives</b>	<b>Assignments/ Activities</b>
Week 1	Review Syllabus Begin Infection Control  Preventing Disease Transmission - Bloodborne diseases - Airborne diseases	Discussion: What is infection control? What are the responsibilities of the health care professional?  Lecture Resource: Infection Control
Week 2	Infection Control <ul style="list-style-type: none"> <li>• Transmission of disease</li> <li>• Localized vs. systemic infections</li> <li>• Hospital acquired infections</li> <li>• Standard precautions</li> <li>• Aseptic vs. sterile technique</li> </ul>	Read: DeLaet Ch. 13  Analyze a situation and describe appropriate response to prevent disease transmission to themselves and/or others.  Demonstrate the correct procedure for applying and removing surgical gloves and using a breathing mask. Describe correct procedures for handling biohazard waste and disposal.
Week 3	Infection Control	Hand Hygiene Universal Precautions
Week 4	Quiz 1: Infection Control  Begin Safety <ul style="list-style-type: none"> <li>• Safety issues across the life span</li> <li>• Principles of body mechanics</li> <li>• Factors affecting safety               <ul style="list-style-type: none"> <li>• Physiological</li> <li>• Environmental</li> </ul> </li> </ul>	Read: DeLaet Ch. 14 Lecture Resource: Safety Transfer Techniques

	<ul style="list-style-type: none"> <li>Oxygen safety</li> </ul>	
Week 5	<p>Safety</p> <ul style="list-style-type: none"> <li>Emergency procedures</li> <li>Fire safety</li> <li>OSHA</li> <li>CDC</li> <li>Fall risk indicators</li> <li>Safety threats for health care personnel</li> <li>Prevention of falls for patients and personnel</li> </ul>	<p>Skills Demonstration and Practice</p> <p>Transfer Techniques Crutch and cane techniques Fire Safety techniques</p>
Week 6	<p>Quiz 2: Safety</p> <p>Begin Vital Sign Assessment</p>	<p>Read: DeLaet Ch. 15</p> <p>Lecture Resource: Assessment of Vital Signs</p> <p>Vital signs assessment: <a href="http://dankeckan.cachefly.net/ecc/vital_signs/010515/multiscreeen.html">http://dankeckan.cachefly.net/ecc/vital_signs/010515/multiscreeen.html</a></p>
Week 7  Wed. 1-5:30	<p>Principles of Vital Sign Assessment</p>	<p>Practice</p> <p>Discuss meaning of assessments</p> <p>Charting of Vital Signs</p>
Week 8	<p><b>Quiz 3: Vital Signs</b></p> <p>Urgent Care/First Aid Surveying the Scene of an Emergency</p> <ul style="list-style-type: none"> <li>- Is it safe?</li> <li>- What happened?</li> <li>- How many?</li> <li>- Who can help?</li> </ul>	<p>Read: DeLaet Ch. 16</p> <p><b>Assess the scene, Assess the victim, Call EMS, Attend the victim</b></p> <p><a href="http://dankeckan.cachefly.net/ecc/first_aid/010515/multiscreen.html">http://dankeckan.cachefly.net/ecc/first_aid/010515/multiscreen.html</a></p>

	<p>Assessment</p> <ul style="list-style-type: none"> <li>- Severe Bleeding or Possible Spinal?</li> <li>- Responsiveness</li> <li>- Airway - clear or obstructed?</li> <li>- Breathing?</li> <li>- Circulation?</li> </ul>	
Week 9	<p>Secondary Assessment if Breathing and circulation present</p> <ul style="list-style-type: none"> <li>- The Interview</li> <li>- pain</li> <li>- burns</li> <li>- musculoskeletal injuries</li> </ul>	
<p>Week 10</p> <p>Wed. 1-5:30</p>	<p>Urgent Care Situations/First Aid</p> <ul style="list-style-type: none"> <li>• Fractures and sprains</li> <li>• Head injuries</li> <li>• Shock</li> <li>• Airway obstruction</li> <li>• Bleeding</li> <li>• Allergic reactions</li> </ul>	<p>Lecture Resource: First Aid Skills</p> <p>Skills Handouts</p>
Week 11	<p>Urgent Care Situations/First Aid</p> <ul style="list-style-type: none"> <li>• Heart Attack</li> <li>• Stroke</li> <li>• Hypoglycemia/Hyperglycemia</li> <li>• Burns</li> <li>• Heat reactions</li> </ul>	<p>Skills Handouts</p> <p>Sample situations</p> <p>First Aid: <a href="http://dankeckan.cachefly.net/ecc/first_aid/010515/multiscreen.html">http://dankeckan.cachefly.net/ecc/first_aid/010515/multiscreen.html</a></p>
Week 12	<p>Quiz 4: Urgent Care/ First Aid</p> <p>Begin Communication Elements of patient interview to assess emergency situation</p>	<p>Read: DeLaet Ch. 11</p> <p>Lecture Resource: Communication</p> <p><a href="http://dankeckan.cachefly.net/ecc/the_rapeutic/010515/multiscreen.html">http://dankeckan.cachefly.net/ecc/the_rapeutic/010515/multiscreen.html</a></p>

Week 13	<p>Communication in health care</p> <ul style="list-style-type: none"> <li>a. Oral</li> <li>b. Written</li> </ul>	Lecture Resource: Reporting and Recording SBAR
Week 14	<p>Communication in health care</p> <ul style="list-style-type: none"> <li>a. Elements of communication that promote effective customer service and therapeutic communication.</li> <li>b. In-person customer service</li> <li>c. Telephone etiquette</li> </ul>	<p>Read: DeLaet Ch. 5 Patient Care situations</p> <p>Lecture Resource: Reporting and recording Medical</p>
Week 15	<p>Communication in health care</p> <p>Review for Final Examination</p>	
Week 16	<p><b>Course Evaluation</b></p> <p><b>Competency Quizzes</b></p>	



## Course Schedule: Lab

<b>Dates</b>	<b>Topics/Objectives</b>	<b>Assignments/Activities</b>
Week 1	Skills that Promote Infection Control  a Hand washing b. Gloving c. Gowning d. Masks	a. Demonstrate and practice proper hand washing techniques. b. Demonstrate and practice applying clean gloves. c. Demonstrate and practice applying sterile gloves. d. Demonstrate and practice applying gowns and masks.
Week 2 2:30-5:30	Skills that Promote Infection Control	
Week 3 2:30-5:30	Safety in the Health Care Environment  a. Health care professional body mechanics b. Transfer techniques c. Ambulation techniques. d. Use of canes and crutches e. Range of motion, passive and active	a) Demonstrate and practice techniques to safely transfer a patient from bed to chair and chair to bed. b) Demonstrate and practice techniques to safely assist a dizzy or physically weakened patient to ambulate. c) Demonstrate and practice methods of ambulating with walker, cane and crutches. d) Demonstrate and practice passive Range of Motion (ROM) exercises. e) Demonstrate and practice active range of motion exercises. f) Demonstrate and practice basic body mechanics g) Practice recording observations in medical records.
Week 4 2:30-5:30	Safety in the Health Care Environment	
Week 5 2:30-5:30	Safety and Infection Control Skills Demonstrations	

Week 6 2:30-5:30	<b>Assessment of Vital Signs</b>  a. Assessment of temperature. b. Assessment of respirations c. Assessment of blood pressure d. Assessment of pulse e. Assessment of pain f. Assessment of pulse oxygenation	a) Demonstrate and practice assessing temperature. b) Demonstrate and practice assessment of respirations. c) Demonstrate and practice assessment of blood pressure. d) Demonstrate and practice assessment of pulse. e) Demonstrate and practice assessing pain. f) Demonstrate and practice assessing pulse oxygenation g) Apply skills to patient scenarios.
Week 7 2:30-5:30	<b>Assessment of Vital Signs</b>	
Week 8 2:30-5:30	<b>Assessment of Vital Signs Skill Demonstration</b>	
Week 9 2:30-5:30	<b>Urgent Care/First Aid Skills</b>  a. Immediate care for a patient who is bleeding. b. Immediate care for a patient who has a sprain. c. Immediate care for a patient who has a fracture. d. Immediate care for a patient who has a heat emergency. Immediate care for a patient who is in shock. f. Immediate care for a patient who is experiencing an allergic reaction. g. Reporting and recording observations and actions.	a. Demonstrate and practice procedures to slow or stop bleeding. b. Demonstrate and practice techniques to immobilize and possible fracture. c. Demonstrate and practice techniques to immobilize a possible sprain. d. Demonstrate and practice techniques to support patient with a heat emergency. e. Demonstrate and practice techniques to prevent or treat shock. f. Demonstrate and practice techniques to treat allergic reactions. g. Practice reporting observations and actions.
Week 10 2:30-5:30	<b>Urgent Care/First Aid Skills</b>	
Week 11 2:30-5:30	<b>Urgent Care/First Aid Skills</b>	
Week 12 2:30-5:30	<b>Demonstrate skills</b>	
Week 13 2:30-5:30	<b>Communication/Reporting and Recording</b>  a. Elements of patient history b. Culturally competent communication techniques.	a. Demonstrate and practice taking patient history. b. Demonstrate and practice using culturally competent communication techniques during patient assessment. c. Demonstrate and practice patient interviews using

	c. Telephone communication	specific patient situations.
Week 14 2:30-5:30	Communication/Reporting and Recording	Conduct a proper victim interview to assess non life-threatening injuries and make appropriate decisions to care for victim.
Week 15 2:30-5:30	Communication/Reporting and Recording Skill Demonstration	
Week 16 2:30-5:30	<b>Competency Practicum</b>	

