

## HPRS 1204 Basic Health Professions Skills

### CREDIT

2 Semester Credit Hours (1 hours lecture, 2 hours lab)

### MODE OF INSTRUCTION

Hybrid; Lecture is online and lab is face to face

### PREREQUISITE/CO-REQUISITE:

None

### COURSE DESCRIPTION

A study of the concepts that serve as the foundation for health profession courses including client care and safety issues, basic client monitoring, interpersonal communication skills, and health documentation methods.

### COURSE OBJECTIVES

Upon completion of this course, the student will be able to

1. Discuss the roles of various health care professionals in the current health care system.
2. Recall the educational background methods of credentialing and licensing requirements of health care professionals on a state and national level.
3. Identify the rights and responsibilities of health care professionals.
4. Identify problem solving skills in a health care situation.
5. Describe legal and ethical issues affecting the practice of health care professionals.
6. Discuss the basic concepts of medical terminology including abbreviations and symbols.
7. Identify vital signs and their normal values.
8. Experience obtaining vital signs through practice.
9. Recognize the principles of infection control in health care.
10. Emergency and safety procedures.
11. Review the principles of CPR.
12. Describe behaviors for job success.
13. Define professionalism.
14. Communication and patient interaction skills.
15. Recognize how computers are utilized in the current health care setting.
16. Describe the personal qualities required for those in the health care profession.
17. Practice universal/standard precautions concepts including hand washing and correct application of PPE.
18. Apply the principles of surgical asepsis in a sterile environment.
19. Perform a physical assessment.
20. Demonstrate the use of medical terminology.
21. Apply problem-solving methods.

### INSTRUCTOR CONTACT INFORMATION

#### Lead Instructor:

**Professor S.J. Lewis, M. Ed., BGS, RPhT, CPhT**

**Email: [sjlewis@lit.edu](mailto:sjlewis@lit.edu)**

**Office Phone: 409-257-0060**

**Office Hours: Please schedule in Starfish**

**Professor: Dr. Coya Garrett, DHA, M. Ed., BSW, ALA, RPhT, CPhT, LCDC-I, CPhT-Instructor**

**Email: [cagarrett@lit.edu](mailto:cagarrett@lit.edu)**

**Office Phone: 409-247-4868**

**Office Hours: Schedule appointment in Starfish**



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## REQUIRED TEXTBOOK AND MATERIALS

- *Introduction to Health Care* 6<sup>th</sup> edition by Lee Haroun, Cengage Learning 2025
- ISBN# 978-0357936498
- Computer with internet access
- Webcam for taking exams

## ATTENDANCE POLICY

1. Be aware of the lab attendance policy.
  - Class attendance is crucial. The student must remain in lab until class is dismissed. Leaving the lab early will result in an absence being awarded.
  - Laboratory – On the third absence, the student will be dropped one letter grade from his/her final semester average. On the fourth absence, the student will receive an F for the semester. Remember this lab class is only one day per week.
2. Lab attendance is MANDATORY and will be taken every week at the beginning of class. If you are tardy, it is the student's responsibility to inform the instructor to ensure that you are marked present.
3. Class starts promptly on time and tardiness of more than 5 minutes will be noted. For every 3 late occurrences, an absence will be recorded.
4. If you are absent from lab, it is your responsibility to contact your instructor and provide documentation of the absence. Several lab assignments/daily grades are participation grades; therefore, if you are absent, a participation grade cannot be earned. Absences without approved documentation prior to class time are not eligible for a makeup assignment.
5. Any missed lab test will be taken the next class day at the instructor's discretion, and you will have **10 points** deducted from your test score for that test. You will need to contact the instructor before class to plan for the test to be made up. You will also be responsible for finding a student to volunteer to be your patient if a patient is required for that test.
6. Twenty (20) points will be added to the lowest lab practical grade for perfect attendance in HPRS 1204 lab (This also means, no excessive tardies.)

## DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

## COURSE CALENDARS

**Didactic/lecture (Online) \*2 attempts on all online Quizzes**

| DATE             | TOPIC                                                                                                   | READINGS<br>(Due on this Date)                          | ASSIGNMENTS<br>(Due on this Date)                          | Important Dates                             |
|------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------|---------------------------------------------|
| WEEK 1<br>8/26   | Become familiar with the online lecture for this course.                                                | Syllabus<br>Download Respondus<br>Lockdown Browser      | Syllabus Quiz<br>Due 9/1 at 11:59                          | First day of class                          |
| WEEK 2<br>9/2    | Infection Control                                                                                       | Chapter 11 and<br>corresponding PowerPoint              | Chapter 11 Quiz due<br>9/8 at 11:59 pm                     | 9/9<br>Last day to drop<br>with refund      |
| WEEK 3<br>9/9    | Environmental<br>Safety                                                                                 | Chapter 12 and<br>corresponding PowerPoint              | Chapter 12 Quiz due<br>9/15 at 11:59 pm                    |                                             |
| WEEK 4<br>9/16   | Organization of<br>the Human Body<br>& Developing<br>Professionalism<br>and Learning for<br>Your Career | Chapter 7<br>Chapter 2 and corresponding<br>PowerPoints | Chapter 7 & 2 Quiz due<br>9/22 at 11:59 pm                 | 9/21<br>Last day to pay<br>before drop      |
| WEEK 5<br>9/23   | <b><i>Unit I Exam<br/>using Respondus<br/>Lockdown<br/>Browser<br/>Monitoring</i></b>                   | <b><i>(CHAPTERS 11, 12, 7, &amp; 2)</i></b>             | <b><i>1 attempt only Due<br/>9/29 at 11:59 pm</i></b>      | 9/25<br>Last day to drop<br>without penalty |
| WEEK 6<br>9/30   | Ethical and Legal<br>Responsibilities                                                                   | Chapter 4 and corresponding<br>PowerPoint               | Chapter 4 Quiz due<br>10/6 at 11:59 pm                     |                                             |
| WEEK 7<br>10/7   | Medical<br>Terminology                                                                                  | Chapter 5 and corresponding<br>PowerPoint               | Chapter 5 Quiz due<br>10/13 at 11:59 pm                    |                                             |
| WEEK 8<br>10/14  | Technology in<br>Healthcare &<br>Documentation<br>and Medical<br>Records                                | Chapter 17 & 18 and<br>corresponding PowerPoint         | Chapter 17 & 18 Quiz<br>due 10/20 at 11:59 pm              |                                             |
| WEEK 9<br>10/21  | <b><i>Unit II Exam<br/>using Respondus<br/>Lockdown<br/>Browser<br/>Monitoring</i></b>                  | <b><i>(CHAPTERS 4, 5, 17, &amp; 18)</i></b>             | <b><i>1 attempt only<br/>Due 10/27 at 11:59<br/>pm</i></b> | 10/30<br>Last day to drop<br>WITH penalty   |
| WEEK 10<br>10/28 | Physical<br>Assessment                                                                                  | Chapter 19 and<br>corresponding PowerPoint              | Chapter 19 Quiz due<br>11/3 at 11:59 pm                    |                                             |
| WEEK 11<br>11/4  | Emergency<br>Procedures                                                                                 | Chapter 20 and<br>corresponding PowerPoint              | Chapter 20 Quiz due<br>11/10 at 11:59 pm                   |                                             |
| WEEK 12<br>11/11 | Oxygen Safety                                                                                           | PowerPoints ONLY                                        | Oxygen Safety Quiz due<br>11/17 at 11:59 pm                |                                             |

|                  |                                                                                                               |                                                    |                                                 |  |
|------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------|--|
| WEEK 13<br>11/18 | The Communication Process, Quality Control and Customer Service, & Preparing, Applying, and Maintaining a Job | Chapter 15, 22, & 23 and corresponding PowerPoints | Chapter 15, 22, & 23 Quiz due 11/24 at 11:59 pm |  |
| WEEK 14<br>11/25 | <b>11/25-11/27 Thanksgiving Break</b>                                                                         |                                                    |                                                 |  |
| WEEK 15<br>12/2  | <b>Unit III Exam using Respondus Lockdown Browser Monitoring</b>                                              | <b>(CHAPTERS 19, 20, OXYGEN, 15, 22, &amp; 23)</b> | <b>1 attempt only Due 12/8 at 11:59 pm</b>      |  |
| WEEK 16<br>12/9  | <b>No Final Exam</b>                                                                                          |                                                    |                                                 |  |

\* This schedule is subject to change at the discretion of the instructor.

#### Lab Schedule (Face to Face)

| Date           | Lab Activity                                                                                                                                                      | Preparation in Blackboard                                                                              |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| WEEK 1<br>8/26 | Introduction to HPRS 1204 Lecture and Lab/ Application Process                                                                                                    |                                                                                                        |
| WEEK 2<br>9/2  | Handwashing/Gloves (Donning/ Doffing Demonstration) (Glo Germ Experiment)- Skill #1                                                                               | Lab Blackboard Assignment 1<br>Read the link from the CDC; answer handwashing quiz due 9/8 by 11:59 pm |
| WEEK 3<br>9/9  | <b>Handwashing/Glove Donning and Duffing Simulation Test</b><br>Lab Blackboard Assignment 2<br>Watch video and answer PPE/Sterile Field Quiz due 9/15 by 11:59 pm |                                                                                                        |
| WEEK 4<br>9/16 | PPE and Sterile Field Demonstration- Skill #2<br>Body Mechanics Lecture                                                                                           |                                                                                                        |
| WEEK 5<br>9/23 | Moving Patients (Toward/Away)- Skill #3 PARTICIPATION DAILY GRADE (must be present, no make-ups)                                                                  | Read Moving Patients in your Lab handbook prior to lab before 9/23                                     |
| WEEK 6<br>9/30 | Moving Patients (Bed to W/C & up with a draw sheet)- Skill #3                                                                                                     | Watch videos on moving patients before                                                                 |
| WEEK 7<br>10/7 | Moving Patients Skills Review (Toward/Away, Bed to                                                                                                                | Watch videos on moving patients                                                                        |

|                  |                                                                                                                                                                                                                                |                                                                                             |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|                  | W/C, & up with a draw sheet) PARTICIPATION DAILY GRADE (must be present, no make-ups)                                                                                                                                          |                                                                                             |
| WEEK 8<br>10/14  | <b>Moving Patients Simulation Test</b><br><b>***Bring an electronic device with you to lab. You will have time to complete the Future Career Assignment***</b><br><b>Future Career Research Assignment due 12/1 @ 11:59 pm</b> |                                                                                             |
| WEEK 9<br>10/21  | Moving Patients Practice (Bedpans & Bedside Commodes)- Skill #5 PARTICIPATION DAILY GRADE (must be present, no make-ups)                                                                                                       |                                                                                             |
| WEEK 10<br>10/28 | Emergency Scenario Lecture, Group Assignment for Project H/C Professions Assignment given, & Vital Signs Lecture                                                                                                               | Lab Blackboard Assignment 3 Watch video and answer Blood Pressure Quiz due 11/3 by 11:59 pm |
| WEEK 11<br>11/4  | Vital Signs Demonstration DAILY GRADE FOR WORKSHEET #1 (must be present, no make-ups)                                                                                                                                          |                                                                                             |
| WEEK 12<br>11/11 | Vital Sign Practice DAILY GRADE FOR WORKSHEET #2 (must be present, no make-ups)                                                                                                                                                | Review blood pressure video                                                                 |
| WEEK 13<br>11/18 | Vital Sign Practice DAILY GRADE FOR WORKSHEET #3 (must be present, no make-ups)                                                                                                                                                | Practice Blood Pressure Simulator on Blackboard                                             |
| WEEK 14<br>11/25 | <b>No lab – Thanksgiving Break</b>                                                                                                                                                                                             |                                                                                             |
| WEEK 15<br>12/2  | <b>Vital Signs Simulation Test</b><br>Group Project Video Submissions Due 12/1 @ 11:59 pm<br>Future Career Research Assignment due 12/1 @ 11:59 pm<br><b>Emergency Scenarios Group Project Videos</b>                          |                                                                                             |

## COURSE EVALUATION

Final grades will be calculated according to the following criteria:

**There are two components to this course- lecture and lab.** Lecture is an online format. Lab is face-to-face and attendance is MANDATORY.

Final grades will be calculated according to the following criteria:

### **Lecture      55% (Online)**

|                                      |     |
|--------------------------------------|-----|
| (3) Major Exams (single attempt)     | 30% |
| Quizzes Lecture and Lab (2 attempts) | 20% |

### **Lab      45% (Face to face)**

|                 |     |
|-----------------|-----|
| Lab Tests       | 20% |
| Projects        | 15% |
| Lab Assignments | 15% |

## GRADE SCALE

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

## CONTENT OUTLINE

- I. *Health Care Today*
  - A. Health Care as a Career
    - 1. Qualities of a Health Care Worker
    - 2. Career Ladders
    - 3. Occupational Profiles
  - B. Ethical and Legal Responsibilities
    - 1. Professional Code of Conduct
    - 2. Improper Ethical Behavior
    - 3. Confidentiality in Health Care
    - 4. Patient's Rights
    - 5. Informed Consent
    - 6. Advance Directives
    - 7. Documenting Health Care Records
- II. *The Language of Health Care/ Medical Terminology*
  - A. Common Root Words
  - B. Common Prefixes
  - C. Common Suffixes
- III. *The Human Body/ Organization*
  - A. Structural Organization of the Human Body
  - B. Body Planes
  - C. Directional Terms
- IV. *Personal and Workplace Safety*
  - A. Body Mechanics
  - B. Infection Control
    - 1. Standard Precautions
    - 2. Personal Protective Equipment
    - 3. Contact, Airborne, and Droplet Precautions
    - 4. Chain of Infection
    - 5. Blood Borne Pathogens
  - C. Environmental Safety
- V. *Behaviors for Success*
  - A. Lifestyle Management
    - 1. Level of Wellness
    - 2. Disease Prevention
    - 3. Reaction to Stress
    - 4. Signs of Stress
    - 5. Management of Stress
  - B. Professionalism
    - 1. Indicators of Job Readiness

2. Indicators of Job Preparedness
  3. Professional Appearance
  4. Time Management Skills
  5. Considerations in Employment Choice
  6. Employment Performance Evaluation
  7. Strategies for Success in Healthcare Workplace
- VI. *Communication in the Health Care Setting*
- A. Computers in Health Care
  - B. Documentation and Medical Records
- VII. *Business of Caring*
- A. Performance Improvement
  - B. Customer Service
- VIII. *Securing and Maintaining Employment*
- A. Successful Employment Strategies

## **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## **LIT AI Statement**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI / ChatGPT in their courses.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at Special Populations - Lamar Institute of Technology ([lit.edu](https://lit.edu)).

## **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at [www.lit.edu](https://www.lit.edu). Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document.

## STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## ADDITIONAL COURSE POLICIES/INFORMATION

All exams will be online. **Mandatory** use of the LockDown Browser with Webcam Monitoring is required since the exams will be done remotely. Follow the rules listed below for taking exams at home in this course.

1. Disable all notifications on your computer.
2. Locate the “LockDown Browser” shortcut on the desktop and double-click it. (For Mac users, launch “LockDown Browser” from the Applications folder.)
3. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose Yes.
4. Log into the course, navigate to the test and select it.
5. A Startup Sequence will guide the student through a webcam check and other items required by the instructor, then testing will begin.
6. Testing Tips
  - Google Chrome browser is REQUIRED.
  - Webcam and a microphone are REQUIRED
  - Scanning the room with computer or mirror is REQUIRED (If you cannot move your computer, you will need to have a mirror available to assist with scanning the room).
7. Points (20-points) will be deducted on the exam for each occurrence:
  - Testing in a room that does not have good lighting.
  - Face is not visible to the webcam (even for a few seconds)
  - Sounds should not be audible in the background (TV, radio, video, etc.) be on in the background.
  - Talking during the exam (do not read the questions out loud).
  - No sunglasses, hats, hoodies, earbuds, headphones, etc. during the exam and ears must be fully visible the entire exam. Second occurrence will result in a 50-point penalty on the exam.
8. Infractions resulting in a 50-point deduction. If the infraction is determined to result in academic dishonesty on an exam by the instructor, the student may receive a zero on the entire test. • Not testing in a private location (another person is seen or heard while the student is taking the exam).
  - Phone, notes, books, and other papers are visible in the testing location.
  - Do NOT leave the exam room for any reason.
  - Other activity suspicious of academic dishonesty.
9. It is the student’s responsibility to ensure that ALL of the above requirements are met. By completing the verify signature portion of the exam, you are accepting responsibility for your actions during the exam. Failure to follow the requirements will result in deductions from your exam grade when reviewed by your instructor.

If the exam is not completed at 11:59 pm of the due date (see due dates in the Course Calendar), then a zero will be put in the gradebook. NO EXCEPTIONS. I highly recommend that you do not wait until the evening prior to the due date to complete the exam, just in case there is a connectivity issue, or other problem which may prevent you from completing the exam.

## LAB COURSE POLICIES

### Appropriate attire

1. Scrubs may be worn but are not required.
2. Please refrain from wearing any clothing that is revealing or that will inhibit your movement during lab exercises. (i.e. high heels or short skirts).

### Participation

1. Communication with your patient (human or manikin) is expected during lab exercises. This will ensure that you will encompass the communication skills needed to interact with patients in a clinical setting.
2. If you have any type of medical condition that will inhibit your physical participation in lab (i.e. recent surgery, pregnancy), please bring this to the instructor's attention.
3. If you have a known latex allergy, please inform an instructor immediately. Certain precautions will need to be taken.
4. No food or drink allowed in lab.

### Assignments

1. There will be a required group project for HPRS 1204. Groups will be assigned. Students are responsible for contacting other group members to complete the assignment. (This demonstrates communication and the ability to work well with others.)
2. **The group project is worth 15% of the total lab grade.** A grading rubric and specific instructions will be provided in Blackboard.
3. **There is no alternative assignment to replace the group project. If a student misses the assignment or chooses not to participate, then the student will be awarded a 0 in Blackboard. Participation in the group project is essential for successful completion of the course.**
4. All assignments, quizzes and daily participation grades missing on the due date will be scored as a 0 in Blackboard

**\*\*\* REMEMBER...several lab grades are participation/class worksheets and are NOT able to be made-up if absent on that day. There will be NO alternative or bonus point assignments available.**