

**Health Occupations 62:
Skill set for Health Care Professional – 2 Units
Advisories: English 21 and Arithmetic 105**

SYLLABUS

Instructor: Dr. Elham Lavy	Course Name: Skill Set for the Health Care Professional HOC 62:2 units
Phone: TBA Email:lavye@lamission.edu	Semester: Fall 2019 Section Number: Lecture: 28671 Lab: 28672
Office Hours: Wednesdays :2:00pm-2:30 pm	Class starts and ends: 08/26/2019 to 12/15/2019 Class Time: Monday & Wednesday 2:30pm-4:40pm (Lecture :Monday 2:30pm-3:25 pm) (Lab: Monday 3:30pm-4:40pm & Wednesday 2:30pm-4:40pm)
Office Location: INST 2006	Classroom: Lecture: INST 2006 Lab : INST 2006

COURSE DESCRIPTION:

Health Occupations 62 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.

Students are responsible for any admission due dates (add, drop, drop with W, etc). Please ask your questions from school admission office and be aware of your status in the class.

REQUIRED TEXTBOOKS:

Dakota Mitchell, Lee Haroun, Introduction to Health Care, ISBN: 978-1-3055-7477-9

STUDENT LEARNING OUTCOME:

1. Student will demonstrate understanding of principles in basic patient care skills.
2. Student will perform basic skills of care to patients with injuries or diseases.

Students with Disabilities:

Students with disabilities are encouraged to contact Disabled Student Programs & Services (DSPS) to find out what services and accommodations are available. In general, recording of the lectures are not allowed unless the student can provide a letter from the DSPS office indicating the need for recording the lectures.

“LAMC students with verified disabilities who are requesting academic accommodations should use the following procedure:”

- **Step 1:** Obtain documentation of your disability from a licensed professional. You may contact DSP&S to request s [Disability Verification Form](#).
- **Step 2:** Make an appointment to meet with a DSP&S counselor or specialist to review your documentation and discuss reasonable accommodations. To schedule a meeting, please call DSP&S at (818) 368-7732.
- **Step 3:** Bring your disability documentation to your DSP&S appointment. The DSP&S office is located in room 1018 of the Instructional Building.
- **Step 4:** Each semester, obtain an Accommodation Letter from the DSP&S to present to your instructor.

ABSENCE&TARDINESS

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**. In cases of emergency absences students should communicate with instructor a head of time by email. Stop coming to the class does not mean that you are automatically dropped. It is your responsibility to officially withdraw from the class if you decide to do so.

You are responsible for all information and instructions given in class. Attendance will be taken at the beginning and the end of the class. A student, who misses three class sessions or is tardy three times/leaves early, unexcused, is subject to receiving a Failing Grade or may be dropped if there is no communication with the instructor regarding the absence/tardy.. Students should let the instructor know about their absence/tardy. **Stop coming to the class does not mean that you are automatically dropped. It is your responsibility to officially withdraw from the class if you decide to do so. By college policy you may receive a grade of "F" in the class.**

Lab: student's unexpected absence from the lab more than two sessions will cause the student to be dismissed from the course unless it is made up or excused at the discretion of the instructor

Classroom rules:

1. No cell phone use is permitted during the class session. All cell phone should be switched off or silenced and only kept in students' bags during the class.
2. Listening to music is not permitted during the class.
3. Use of internet and computers to browse websites during the class is not permitted. The only use of computers should be for note taking or looking at the lecture slides.
4. Students are not allowed to talk to each other during the lecture.
5. Recording is not permitted in the class.
6. ***Students are responsible to know or get information from someone for any changes about the date of exams, quizzes, home works or papers announced in the class. That is part of the reason being absent is not acceptable in this class. ALL DATES (LECTURES, LABS, EXAMS MIGHT BE SUBJECTED TO CHANGE. STUDENTS ARE RESPONSIBLE TO FOLLOW UP WITH CHANGES IF THERE IS ANY ABSENCE.***

ADD/DROP DATES

Last date to enrol with a permission number: 09/08/2019
Last date to drop this class without a "W": 09/08/2019
Last date to drop with a "W": 11/17/2019

If you stop attending a class (or wish to drop a class)

YOU MUST DROP THE CLASS YOURSELF

Failure to do so may result in a grade of "F" in that class.

GRADING

- A. Theory and Clinical: Total Available Points: 230
1. Points are accumulated as follows

A. Theory

Quizzes: 5 x (25 points each) 125 points
Homework and Assignments 5 x (5 points each) 25 points

B. Clinical (Lab)

Skill Demonstrations 6 x (10 points each) 60 points
Assessment Skills/First Aid Practicum 20 points

2. Criteria for assigning letter grades:

A= 90%-100% (180-200) **B**= 80% - 89.9% (160-179.9)
C= 70% - 79.9% (140-159.9) **D**= 60% - 69.9% (120-139.9)
F= Below 60% (119.9 or less)

3. To pass the course a student must achieve 70% of the total possible points (230).
 - a. **Each Score on quizzes and other exams is not rounded up. Your final score will be rounded up as follows.**
Below 58.8 → F, 58.8 and above → D, 68.8 and above → C, 78.8 and above → B, 88.8 and above → A
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.
 - Quizzes and final are given in class.
 - Students must bring their own 100 item Scantron No.882-E and #2 pencils for in-class quizzes or exams.
 - 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. **No note taking is allowed during quiz or exam review.**
 - Any discrepancies should be discussed with the instructor during office hours or via email within the week the quiz was given.
 - Competency quizzes are computer based and only students who have passed the course (70% or more) will be able to take them on the last day of the course
 - Practicum demonstrations will be scheduled in advance.
 - Students' grade for attendance, engagement and professionalism will be given to all students by default but can be deducted from per instructor's observation of students conduct that includes: chronic tardiness, lack of engagement in class discussion, unprofessional behavior in classroom, lack of engagements or incompleteness of class assignments.
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. Competency quizzes and 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 test will be on the last day of the course. Only students who pass the course satisfactorily (70% or more) will be able to take the competency quiz for electronic badges.**
- c. Every student will have two chances to take every competency quiz. In case student would not earn 80% they can immediately retake the test on the same session.

Quiz/Test

- The Final score will be rounded as follows: <50 =F, 58.8 and above =D, 68.8 and above =C, 78.8 and above =B, 88.8 and above =A.
- Quiz/test review will be done next session after the exam. Scantrons will be returned to students during the review and again will be collected by the end of the review. **No note taking/pen/ pencil or cell phone is allowed during quiz or exam review.**
- Any discrepancies should be discussed with the instructor during office hours or via email **within the week the quiz was given and no later time.**
- Students should write their names with pen on scantron and have their signature on the scantron with pen otherwise any discrepancies are the students' responsibilities.
- Any written exam should be done with pen. Students might use the scratch paper first and write the final answer with pen on the exam paper. The exam paper which is written in pen will determine your grade. The exam papers should be signed by students.
- The exam will be given in certain amount of time, in case if any student shows up late there will be no extra time for the student to take the exam. The exam will be turned in exactly at the certain assigned time.

Homework/required assignments:

All assignments should be turn in **exactly on the due dates**. Students should turn the homework/assignments in hard copy. **NO email will be acceptable**. All home works should be in **handwriting** (except people with hand problem, showing the doctor's note/document) as it will be described in details in the class.

Canvas:

- 1) Students must regularly visit their Canvas page to access their homework, handouts and study aid material as well as taking their digital badges test on the last day of class.
- 2) In order to log in to your canvas page go to: <https://ilearn.lamission.edu>
Use the same user name and password as you college log in (UN: student ID, PW:mmdd of your birth if you have not changed it yet).
- 3) There are self-paced resources available for students on LAMC web page to learn how to learn with Canvas. Also students are encouraged to watch the video through the following link
<https://community.canvaslms.com/videos/1124>

Academic Integrity

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. **Also students are strongly**

advised to carefully read **The Los Angeles Mission College Department of Life Sciences Code of Honor and Integrity on the last page of this syllabus.**

Discrimination

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.

THEORY COURSE SCHEDULE:

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

Dates	Topics/Objectives	Assignments/Activities
Week 1 08/26	<p><u>Monday:</u> Review syllabus & course Medical Math, Infection control and safety:</p> <ul style="list-style-type: none"> ○ OSHA & CDC ○ Patient & HC worker safety ○ Fires, electrical and oxygen ○ Chemical & radiation ○ Work place violence & emergency action plan <p><u>Wednesday:</u></p> <ul style="list-style-type: none"> ○ Transmission of disease ○ Localized vs. systemic infections ○ Hospital acquired infections & standard percussions ○ Aseptic vs. sterile technique 	<p><u>Monday:</u></p> <ul style="list-style-type: none"> • Read HOC 62 syllabus • Orientation and discussion • Read Ch.5,10, 11 <p><u>Wednesday:</u></p> <ul style="list-style-type: none"> • Ch.5,10, 11
Week 2 09/02	<p><u>Monday:</u> Labor Day: School Closed</p> <p><u>Wednesday:</u> Medical Math, Infection control and safety:</p> <ul style="list-style-type: none"> ○ OSHA & CDC ○ Patient & HC worker safety ○ Fires, electrical and oxygen ○ Chemical & radiation ○ Work place violence & emergency action plan ○ Transmission of disease ○ Localized vs. systemic infections ○ Hospital acquired infections & standard percussions <p>Aseptic vs. sterile technique</p>	<p><u>Monday:</u> Labor Day: School Closed</p> <p><u>Wednesday:</u></p> <ul style="list-style-type: none"> • Read Ch.5,10,11 & Lecture notes & Canvas handouts

<p>Week 3 09/09</p>	<p><u>Monday:</u> Medical Math, Infection control and safety:</p> <ul style="list-style-type: none"> ○ OSHA & CDC ○ Patient & HC worker safety ○ Fires, electrical and oxygen ○ Chemical & radiation ○ Work place violence & emergency action plan ○ Transmission of disease ○ Localized vs. systemic infections ○ Hospital acquired infections & standard percussions <p>Aseptic vs. sterile technique</p> <p><u>Wednesday:</u> Medical math, Infection control and safety:</p> <ul style="list-style-type: none"> ○ OSHA & CDC ○ Patient & HC worker safety ○ Fires, electrical and oxygen ○ Chemical & radiation ○ Work place violence & emergency action plan ○ Transmission of disease ○ Localized vs. systemic infections ○ Hospital acquired infections & standard percussions <p>Aseptic vs. sterile technique</p>	<p><u>Monday:</u></p> <ul style="list-style-type: none"> • Read Ch. 5, 10,11 <p><u>Wednesday:</u></p> <ul style="list-style-type: none"> • Read Ch. 5,10,11
<p>Week 4 09/16</p>	<p><u>Monday:</u> Medical math, Infection control and safety:</p> <ul style="list-style-type: none"> ○ OSHA & CDC ○ Patient & HC worker safety ○ Fires, electrical and oxygen ○ Chemical & radiation ○ Work place violence & emergency action plan ○ Transmission of disease ○ Localized vs. systemic infections ○ Hospital acquired infections & standard percussions <p>Aseptic vs. sterile technique</p> <p><u>Wednesday:</u></p> <p>Ch. 5, 10,11</p>	<p><u>Monday</u></p> <ul style="list-style-type: none"> • Read Ch.5, 10,11 <p><u>Wednesday:</u></p> <p>Ch 5.10,11</p>

<p>Week 5 09/23</p>	<p><u>Monday:</u> Quiz #1 (Ch. 10,11)</p> <p><u>Wednesday:</u> Body mechanics & safe transfer</p> <ul style="list-style-type: none"> ○ Principle of effective body mechanics ○ Risk factors related to poor body mechanics 	<p><u>Monday:</u></p> <ul style="list-style-type: none"> • Read Ch. 10,11 & lecture notes & Canvas handouts for quiz#1 <p>Assignment #1 (Ch.10,11)</p> <p><u>Wednesday:</u> Read Ch.9</p>
<p>Week 6 09/30</p>	<p><u>Monday:</u> Body mechanics & safe transfer</p> <ul style="list-style-type: none"> ○ Principle of effective body mechanics ○ Risk factors related to poor body mechanics <p><u>Wednesday:</u> Ch.9</p>	<p><u>Monday:</u> Read Ch. 9</p> <p><u>Wednesday:</u> Reach Ch.9</p>
<p>Week 7 10/07</p>	<p><u>Monday:</u> Quiz#2 (Ch.9)</p> <p><u>Wednesday:</u> 10/09 NO CLASS</p>	<p><u>Monday:</u> Reach Ch.9 for quiz #2 Assignment#2 (Ch.9) Due</p> <p><u>Wednesday:</u> 10/09 NO CLASS</p>
<p>Week 8 10/14</p>	<p><u>Monday:</u> Physical, vital sign assessment</p> <ul style="list-style-type: none"> ○ Weight and height ○ Temperature ○ Pulse and respiration ○ Blood pressure ○ Charting blood pressure <p><u>Wednesday:</u> Physical,vital sign assessment</p> <ul style="list-style-type: none"> ○ Weight and height ○ Temperature ○ Pulse and respiration ○ Blood pressure ○ Charting blood pressure 	<p><u>Monday:</u> Read Ch. 20</p> <p><u>Wednesday:</u> Read Ch.20</p>
<p>Week 9 10/21</p>	<p><u>Monday:</u> physical, vital sign assessment</p> <ul style="list-style-type: none"> ○ Weight and height ○ Temperature ○ Pulse and respiration ○ Blood pressure <p>Charting blood pressure</p>	<p><u>Monday:</u> Read Ch. 20</p>

	<u>Wednesday:</u> Quiz#4 (Ch.21)	<u>Wednesday:</u> Read Ch. 16 for quiz#4 Assignment#4 (Ch.21) due
Week 13 11/18	<u>Monday:</u> The communication process <u>Wednesday:</u> The Communication process	<u>Monday</u> Read Ch. 16 <u>Wednesday:</u> Ch. 16
Week 14 11/25	<u>Monday:</u> The communication Process <u>Wednesday:</u> The communication Process	<u>Monday:</u> Read Ch. 16 <u>Wednesday:</u> Read Ch. 16
Week 15 12/02	<u>Monday:</u> Quiz#5 (Ch.16) <u>Wednesday:</u> lab exam	<u>Monday:</u> Assignment#5 (Ch.16) due <u>Wednesday:</u> _lab exam
Week 16 12/9	<u>Monday:</u> Review for competency exam Competency Exam	<u>Monday:</u> Review Exam

LabCourse Schedule:

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

Dates	Topics/Objectives	Assignments/Activities
Week 1 08/26	<u>Monday:</u> Review Syllabus <u>Wednesday: Ch. 10, 11</u> Skills that Promote Infection Control <ul style="list-style-type: none"> ○ Hand washing Skills ○ Practice Gloving Skills ○ Gowning Skills ○ Masks Skills 	<u>Monday:</u> Orientation/Discussion <u>Wednesday: Ch.10,11</u> <ul style="list-style-type: none"> ● Demo &Practice Hand washing Skills ● Demo &Practice Gloving Skills ● Demo &Practice Gowning Skills ● Demo &Practice Masks Skills
Week 2 09/02	<u>Monday:</u> Labor Day: School Closed <u>Wednesday:</u> Skills that promote infection control (continued)	

<p>Week 3 09/09</p>	<p><u>Monday:</u> Skills that promote infection control (continued)</p> <p><u>Wednesday:</u> Continues</p>	<p><u>Monday:</u></p> <p><u>Wednesday:</u></p>
<p>Week 4 09/16</p>	<p><u>Monday:</u> Infection control Lab quiz#1</p> <p><u>Wednesday:</u> infection Control Lab quiz#2</p>	<p><u>Monday:</u></p> <p><u>Wednesday:</u> •</p>
<p>Week 5 09/23</p>	<p><u>Monday: Ch. 9</u> Safety in healthcare environment</p> <ul style="list-style-type: none"> ○ Health care professional body mechanics ○ Transfer techniques ○ Ambulation techniques ○ Use of cane and crutches <p>Range of motion, passive and active</p> <p><u>Wednesday: Ch.9</u> Safety in healthcare environment</p> <ul style="list-style-type: none"> ○ Health care professional body mechanics ○ Transfer techniques ○ Ambulation techniques ○ Use of cane and crutches <p>Range of motion, passive and active</p>	<p><u>Monday:</u></p> <ul style="list-style-type: none"> • Demo & Practice Safety Skills <p><u>Wednesday:</u></p>
<p>Week 6 09/30</p>	<p><u>Monday:</u> Lab Quiz#3 (Ch.9)(safety skills assessment, body mechanics)</p> <p><u>Wednesday:</u> Lab quiz#3 continue (Ch.9)(safety skills assessment, body mechanics)</p>	<p><u>Monday:</u></p> <ul style="list-style-type: none"> • Demo & Practice Safety Skills <p><u>Wednesday:</u></p>
<p>Week 7 10/07</p>	<p><u>Monday:</u> Vital Signs Assessment Skills</p> <ul style="list-style-type: none"> ○ Assessment of temperature ○ Assessment of respirations ○ Assessment of blood pressure ○ Assessment of pulse ○ Assessment of pain 	<p><u>Monday:</u> Demo & practice Safety Skills</p>

	<ul style="list-style-type: none"> ○ Assessment of pain ○ Assessment of pulse oxygenation <p><u>Wednesday:</u></p> <p>Vital Signs Assessment Skills</p> <ul style="list-style-type: none"> ○ Assessment of temperature ○ Assessment of respirations ○ Assessment of blood pressure ○ Assessment of pulse ○ Assessment of pain ○ Assessment of pulse oxygenation 	<p><u>Wednesday:</u></p>
Week 11 11/04	<p><u>Monday:</u></p> <p>Lab Quiz# 4(vital signs)</p> <p><u>Wednesday:</u></p> <p>Lab Quiz# 4 continue (vital Signs)</p>	<p><u>Monday:</u></p> <ul style="list-style-type: none"> ● Demo & Practice Safety Skills <p><u>Wednesday:</u></p>
Week 12 11/11	<p><u>Monday:</u></p> <p>School Closed: Veteran's Day</p> <p><u>Wednesday:</u></p> <p>Lab Quiz #5 (Vital Signs)</p>	<p><u>Monday:</u></p> <p>School Closed</p> <p><u>Wednesday:</u></p> <ul style="list-style-type: none"> ● Demo & Practice Safety Skills
Week 13 11/18	<p><u>Monday:</u></p> <p>Urgent Care/First Aid Skills: Ch.21</p> <ul style="list-style-type: none"> ○ Immediate care for a patient who is bleeding ○ Immediate care for a patient who has a sprain ○ Immediate care for a patient who has a fracture. ○ Immediate care for a patient who has a heat emergency ○ Immediate care for a patient who is in shock ○ Immediate care for a patient who is experiencing an allergic reaction ○ Reporting and recording observations and actions. <p><u>Wednesday:Ch.21</u></p>	<p><u>Monday:</u></p> <ul style="list-style-type: none"> ● Demo & Practice Safety Skills <p><u>Wednesday:</u></p>
Week 14 11/25	<p><u>Monday:</u></p> <p>Lab Quiz # 6 (urgent Care)</p>	<p><u>Monday:</u></p> <ul style="list-style-type: none"> ● Demo & Practice Safety Skills

	<u>Wednesday:</u> Practice	<u>Wednesday:</u> <ul style="list-style-type: none"> • Demo & Practice safety Skills
--	-------------------------------	---

Week 15 12/02	<u>Monday:</u> Practice <u>Wednesday:</u> Competency Lab Practicum (Final lab test)	<u>Monday:</u> <ul style="list-style-type: none"> • Demo & Practice Safety Skills <u>Wednesday:</u>
Week 16 12/9	<u>Monday:</u> Competency Lab practicum (Final lab test) Competency Exam(computerized)	<u>Monday:</u> Competency Lab Practicum (Final Lab test) Competency exam (computerized)

Code of Honor and Integrity

Los Angeles Mission College
Department of Life Sciences

Students at Los Angeles Mission College, because they are members of an academic community dedicated to the achievement of excellence and the pursuit of honor, are expected to meet high standards of personal, ethical, and moral conduct. These standards require personal integrity and a commitment to honesty without compromise. Without the ability to trust in these principles, an academic community and a civil society cannot exist. Los Angeles Mission College students and faculty are as committed to the development of students with honesty and integrity as they are to the academic and professional success of its students.

The **Code of Honor and Integrity** is an undertaking of the students, first and foremost, both individually and collectively, that they will:

1. Not give or receive dishonorable aid during exams, quizzes or assignments
2. Do their share and take an active part in seeing to it that fellow students, as well as themselves, uphold the spirit and letter of the Code of Honor and Integrity.

Some examples of conduct that are regarded as being in violation of the Honor Code include:

- Copying from another's examination or quiz, or allowing another to copy from one's own papers
- Using any unpermitted source of information, human or other, during an exam, quiz or assignment that influences the grade; this includes the use of technological devices
- Any student-to-student collaboration that is unpermitted
- [Plagiarism](#)(plagiarism is defined as the use, without giving reasonable and appropriate credit to, or acknowledging the author or source, of another person's original work)
- Representing as one's own work as the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid is not permitted

As a part of the effort to promote an environment of honesty and integrity during quizzes and examinations, the following guidelines will apply for any courses in the Department of Life Sciences:

1. Students will leave all books and all other non-essential items (e.g. paper, electronic devices) on the floor so that they are not useable nor block the sight line between professor and student. No electronic devices will be in reach.

2. Students will not communicate in any way that will dishonorably assist themselves or another student.
3. Students will leave the room during an exam only if permitted by the professor's policy. If permitted, only one student may leave the room at any time and be gone for only the average length of time needed for the stated purpose. Students will leave all purses, bags, books, phones, jackets, etc., in the classroom during the absence.
4. Students will promote the spirit and letter of the **Code of Honesty and Integrity** by dissuading fellow students from dishonest activity and, when such casual persuasion does not work, informing the professor of the possible dishonest activity, either anonymously, or otherwise.
5. Students will make every effort to avoid even the appearance of dishonesty or lack of integrity

Violation of this policy will not be tolerated and violators will be subject to severe penalties. The success of the **Code of Honor and Integrity** is based upon the collective desire of students, faculty and the community to live in an environment that embraces respect for that which is right – both in the college and in society as a whole.