

**Bossier Parish Community College
Master Syllabus**

Course Prefix and Number: ALHT 109

Credit Hours: 2

Course Title: Health Care Systems and Safety

Course Prerequisites: None

Textbook(s): None required

Course Description:

A course of study designed to introduce students entering healthcare fields to the healthcare delivery systems, cultural competency, employment skills, workplace and general safety issues, emergency preparedness, infection control, OSHA, HIPAA, and current standards for BLS for healthcare providers.

Learning Outcomes:

At the end of this course, the student will

- A. identify current health care system trends;
- B. utilize library resources to perform research;
- C. apply professional attributes, communication skills, employment attainment skills and abilities with individuals of diverse cultures and communication styles in the healthcare
- D. demonstrate and apply clinical safety, confidentiality, basic life support, and infection control procedures and policies in the health care system.

To achieve the learning outcomes, the student will

- 1. describe types of private health care facilities.(A)
- 2. name government and volunteer agencies and describe the services offered by each.(A)
- 3. compare the different health insurance plans.(A)
- 4. utilize library resources for research.(B)
- 5. demonstrate the standards of a professional appearance as they apply to uniforms, clothing, shoes, nails, hair, jewelry, and makeup.(C)
- 6. describe desired professional attributes.(C)
- 7. define the principles of self-boundaries (C)
- 8. discuss the role of assertiveness in effective professional communication. (C)
- 9. identify effective communication skills. (C)
- 10. identify techniques for overcoming communication barriers (C)
- 11. identify styles and types of verbal communication (C)
- 12. recognize the elements of oral communication using a sender-receiver process (C)

13. identify non-verbal communication (C)
14. explain the importance of listening and nonverbal behavior in the communication process.(C)
15. compare the educational requirements for associate's, bachelor's, master's and doctorate degrees.(C)
16. discuss licensure, certification, and registration as they apply to healthcare providers.(C)
17. identify job keeping skills.(C)
18. list and discuss legal and illegal applicant interview questions (C)
19. prepare a resume containing all necessary information and meeting standards for neatness and correctness.(C)
20. recognize responsibilities and ethical/legal regulations that apply to health care personnel.(D)
21. define and describe HIPAA and HIPAA components and explain how it protects the privacy of health care information.(D)
22. apply HIPAA rules in regard to privacy and release of information (D)
23. define the term body mechanics.(D)
24. identify principles of body mechanics, ergonomics (D)
25. observe all safety standards established by the OSHA as related to the healthcare field/ (D)
26. list the four main classes of fire extinguishers and the specific fire(s) for which it is used.(D)
27. identify the steps in the operation of a fire extinguisher and fire alarm.(D)
28. discuss the fire policy of a health care system.(D)
29. discuss fire safety issues in an ambulatory healthcare environment. (D)
30. explain the measures that should be taken for electrical, radiation, mechanical, and chemical safety in a health care facility.(D)
31. describe a disaster in a health care facility.(D)
32. identify critical elements of an emergency plan for response to a natural disaster or other emergency. (D)
33. identify emergency preparedness plans in the community. (D)
34. identify classes of microorganisms by describing the characteristics of each class.(D)
35. list the six components of the chain of infection.(D)
36. list major types of infectious agents.(D)
37. identify methods of controlling the growth of microorganisms. (D)
38. discuss the purpose of infection control.(D)
39. list methods to implement preventing the spread of infection.(D)
40. list and describe blood borne pathogens.(D)
41. list body fluids that might contain blood borne pathogens.(D)
42. list engineering controls and work practice controls.(D)
43. identify safety techniques that can be used in responding to accidental exposure to: blood, other body fluids, needle sticks, chemicals (D)
44. discuss protocols for disposal of biological chemical materials. (D)
45. describe the purpose of Safety Data Sheets (SDS) in a healthcare setting.
46. name routes of transmission of blood borne pathogens.(D)

47. describe TB, HIV, HBV, and HCV, how they are transmitted, signs/symptoms of each, and how the spread of these can be prevented.(D)
48. describe the process that occurs when a healthcare worker is exposed to TB or a blood borne pathogen.(D)
49. define personal protective equipment (PPE) for: all body fluids, secretions and excretions, blood, non-intact skin, mucous membranes. (D)
50. achieve American Heart Association Basic Life Support for Healthcare Providers certification.(D)
51. identify potential bioterrorism acts (D)
52. define bias, prejudice, and stereotyping and describe ways in which these can cause a barrier to effective relationships with other patients' rights.(E)
53. recognize the diverse beliefs of different ethnic/cultural groups.(E)
54. define the principles of standard precautions and transmission-based precautions. (D)
55. identify Center for Disease Control (CDC) regulations that impact healthcare practice. (D)
56. relate the following behaviors to professional communication: assertive, aggressive, passive. (C)
57. discuss examples of diversity: cultural, social, ethnic and how they relate to cultural competency. (B)
58. Identify and describe the seven basic patient rights. (A)
59. Describe patient responsibilities in regards to healthcare. (A)
60. Describe the Patient Self Determination Act as it relates to Advanced Directives. (A)
61. Describe the four phases of healthcare since 1850 including trends and predominant diseases. (A)

Minimum Course Requirements: To earn a grade of “C” or higher the student must earn 70% of the total points for the course and meet all of the following course requirements.

- Satisfactory completion of a library research assignment, as assessed utilizing an establish rubric
- American Heart Association Basic Life Support for Healthcare Providers certification, including skills testing on an assigned date on the BPCC campus
- Students enrolled in this course in an online format will be required to take and pass, with a minimum of 50%, the comprehensive final test on the BPCC campus or in an approved proctored setting.
- Students enrolled in a face-to-face class on campus will be required to take and pass, with a minimum of 50%, the comprehensive final test.

Course Grading Scale:

A- 90% or more of total points and meet all the minimum course requirements

B- 80% or more of total points and meet all the minimum course requirements

C- 70% or more of total points and meet all the minimum course requirements

D- 60% or more of total points and meet all the minimum course requirements

F- less than 60% of total points or failure to meet one or more of the minimum course requirements

Attendance Policy: The college attendance policy is available at
<http://www.bpcc.edu/catalog/current/academicpolicies.html>

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, certification exams and/or clinical fees

Nondiscrimination Statement

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Coordinator for Section 504 and ADA:

Angie Cao, Student and Disability Services Specialist
Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111
318-678-6511; acao@bpcc.edu
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources
Human Resources Office, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6056
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Reviewed by C. Winter/May 2019