



## HEALTH SCIENCES

CENTER OF EXCELLENCE  
MEDICAL ASSISTANT PROGRAM

### HPRS 1304 – Basic Health Professional Skills Emergency Procedures

CRN: 74415 Summer Semester 2018

Coleman College – Room 271 Time – 9:00-2:30 p.m. Tuesday lab 8 weeks (hybrid)  
2 hour lecture course/ 3 hours lab / 80 contact hours per semester/ 16 weeks

#### Instructor Information:

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**Office location and hours:** The Medical Assistant Program is located on the fourth floor in Suite 434 at the HCC Coleman College. The faculty office is room 430. The main number for the program is 713-718-7365. Office hours are from 3:00 -4:30 p.m. Monday & Wednesday. Your progress is important to me. Please call for an appointment to discuss your concerns or related problems. Individual/group tutoring is available by appointment. If you are not free during these hours, you may arrange an alternate meeting with me. You may schedule the time with the administrative assistant by calling 713-718-7365.

#### Course Description:

A study of concepts that serve as the foundation for health profession courses, including client care & safety issues, basic client monitoring & health documentation introduction. Includes CPR, OSHA safety guidelines, universal precautions, emergency preparedness and response to basic medical emergencies.

#### Prerequisites:

Departmental approval

#### Course Goals:

#### Course Student Learning Outcomes:

1. Maintain professional/provider CPR 2.
2. Describe basic principles of first aid
3. Discuss fundamental principles for evacuation of an ambulatory setting
4. Understand critical elements of an emergency plan
5. Perform vital signs and first aid procedures
6. Identify personal safety precautions established by the Occupational Safety and Health Administration (OSHA)
7. Demonstrate documentation of client/patient healthcare

### Learning Objectives:

- 1.1. State principles and steps of professional CPR
- 2.1. Describe basic principles of first aid
- 3.1. Describe fundamentals principles for evacuation of a healthcare setting
- 4.1 Explain an evacuation plan of a physician's office
- 5.1. Correctly and accurately perform vital signs
- 5.2. Discuss and demonstrate first aid procedures such as control of bleeding
- 6.1. Describe personal protective equipment
- 7.1. Record proper documentation of client/patient healthcare

### SCANS or Core Curriculum Statement:

#### SCANS or Core Curriculum Statement and Other Standards

*Credit: 3 (3 lecture)*

1. Maintain professional/provider CPR

*Workable Competencies-Interpersonal-Participates as Team Member*

2. Describe basic principles of first aid

*Workable competencies-Interpersonal- Teaches Others*

3. Discuss fundamental principles of an emergency plan

*Workable Competencies- Interpersonal- Exercises Leadership*

4. Understands critical elements of an emergency plan

*Foundation Skills-Thinking-Seeing things in the Mind's Eye*

5. Identify personal safety precautions established by the Occupational Safety and Health Administration

#### MAERB 2015 Core Curriculum

#### CAAHEP Standards and Guidelines for Medical Assisting Foundations for Clinical Practice

##### I. C. Anatomy & Physiology (Cognitive) Knowledge Base

##### I.C.13. List principles and steps of professional/provider CPR

14. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting

##### XII.C. Protective Practices

##### XII.C.1. Identify

- a. safety signs
- b. symbols
- c. labels

##### XII.C.3. Discuss fire safety issues in ambulatory healthcare environment

##### XII.C.4. Describe fundamental principles for evacuation of a healthcare setting

##### XII.C.7. Identify principles of:

- a. body mechanics
- b. ergonomics

##### XII.C.8. Identify critical elements of an emergency plan for response to a natural

Disaster or other emergency

##### I.P. Anatomy & Physiology

I.P.12. Produce up-to-date documentation of provider/professional level CPR

I.P.13. Perform first aid procedures for:

- a. bleeding

- b. diabetic coma or insulin shock
  - c. fractures
  - d. seizures
  - e. shock
  - f. syncope
- III.P.8. Perform wound care
- III.P.9. Perform dressing change XII.P Protective Practices
- XII.P.1. Comply with:
- a. safety signs
  - b. symbols
  - c. labels
- XII.P.3. Use proper body mechanics
- XII.P.4. Participate in a mock exposure event with documentation of specific steps
- XII.P.5. Evaluate the work environment to identify unsafe working conditions XII.A. Protective Practices
- XII.A.1. Recognize the physical and emotional effects on persons involved in an Emergency situation
- XII.A.2. Demonstrate self-awareness in responding to an emergency situation.

#### Course Calendar:

### COURSE CALENDAR TO BE GIVEN FIRST DAY OF CLASS

**Your learning is 100% of your responsibility. All text reading and chapter activities are to be completed prior to class meeting. You are to come prepared to discuss each chapter and exercises. You are responsible for the content.**

**The sequencing is subject to change as deemed necessary by faculty. The students will be notified of changes as soon as possible.**

***Please refer to table on the last page of the syllabus for your calendar.***

#### Instructional Methods:

HPRS 1304 course involves the use of lectures, PowerPoint presentation, videos, virtual simulation, visual aids, group discussions, medical computer software, hands-on role playing and student practice demonstration of competency skills.

#### Student Assignments

See courses calendar

(To be assigned first day of class and are subject to change as deemed necessary by faculty)

#### **Student Assignments**

Assignments have been developed that will enhance your learning skills. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your career as a Medical Assistant.

## Assignments:

### 1. Safety in the work environment

Within the students' learning institution, students are to observe and list safety measures. This list needs to include safety measure in place as well as potential hazards to an individual or group. (See Instructor for details). **Due 06/26/2018**

### 2. First Aid Kit

Students are to make a first aid kit for their private use. The kit will be brought to class. (See Instructor for details). **Due: 07/03/2018**

### 3. Evacuation Plan

Students are to develop both an evacuation plan for their home and for a physician's office. Each plan will need to include an orderly and efficient evacuation of the area. The model for the office should be tailored to fit the needs of the practice and staff. Be sure to include a procedure to ensure the safety of all patients out of the examination rooms and the building as well. **Due: 07/10/2018**

### 4. Final Mock Project

Each student will be assigned to a group in which they will perform a ten-minute mock environmental exposure event with documentation of steps taken. Topic for consideration will be from any of the required reading assignment discussed during class or past experiences. Groups will consist of five persons. Everyone must participate; it is a part of your final grade average. *Skits will be videotaped by student and presented as a DVD or CD for grading purposes; please check video before submission. Students may also use YouTube as a source of submission and the internet.* **Due: 07/17/2018**

## Final Exam

The test will consist of one hundred (100) multiple-choice questions, which will include all chapters of the textbook. Final will consist of comprehensive questions, which will cover primary topic discussed during the semester along with case scenarios.

## Student Assessment(s):

### Assessments

Lab skills

Assignments/Homework 20% of your final grade

Project 20% of your final grade

Quizzes 15% of your final grade

Final Skills 15% of your final grade

Final Exam 10% of your final grade

Instructional Materials: 20% of your final grade

## Instructional materials:

REQUIRED TEXTBOOKS: TEXT:

1. *Standard First Aid, CPR, and AED 4th* edition 2016. National Safety Council, NSC, Itasca, IL

2. *Pediatric First Aid, CPR, and AED 4th* edition 2016. National Safety Council, NSC, Itasca, IL

Please see your instructor for information how to access these textbooks.

## HCC Policy Statement: ADA

### Services to Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the **beginning** of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. Once the student contacts ability services counselor prior to the beginning of each course in the program, the student is to notify each instructor in each course with the accommodation document.

For more information: <http://www.hccs.edu/district/students/disability-services/>

For Ability Services at HCC Center of Excellence Health Sciences, please contact Brandwyn Lerman At 713-718-7373 or e-mail at [brandyn.lerman@hccs.edu](mailto:brandyn.lerman@hccs.edu).

### **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.**

*Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:*

*David Cross*

*Director EEO/Compliance*

*Office of Institutional Equity & Diversity*

*3100 Main*

*(713) 718-8271*

*Houston, TX 77266-7517 or Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)*

## HCC Policy Statement: Academic Honesty

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and or/ disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. *The following statement is an excerpt from the Student Conduct section of the College System catalog: "Scholastic dishonesty includes, but is not limited to, cheating on test, plagiarism, and collusion."* "Cheating on a test includes:

- Copying from another student's test paper;
- Using, during a test, materials not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a non-administered test;
- Bribing another person to obtain a test that is to be administered.

"Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit."

## HCC Policy Statement: Student Attendance, W withdrawal deadline

### **Student Attendance:**

Research has shown that the *single most important factor* in student success is ATTENDANCE. Attendance and punctuality is mandatory. Please arrive on time to lecture and/or lab. If you are late, wait outside until there is a break. Students will be expected to attend all class lectures, lab meetings, and field trips. HCC Policy states that you may be withdrawn by your instructor after missing 12.5% of the course that is equal to 6 total hours of instruction (lecture/lab). Any student who is absent for more than 2 class periods (lecture or lab) will be subject to administrative withdrawal from the course, without notification. Any student more than 15 minutes late for class will be counted as absent. Each tardy (15 minutes or less) will count toward total hours absent (2 tardies – 1 absence). All absences will result in a deduction from the student's attendance/participation grade. This also applies to students not staying for the entire class period or leaving early will result in a deduction from the student's attendance/participation grade. Leaving 15 minutes or more before the scheduled ending time will count toward total hours absent (2 early departures = 1 absence). Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. If you decide NOT to come to class for whatever reason, be courteous and notify your instructor. It is a good idea to connect with someone in class and exchange information (e-mail or phone numbers) in the event you are absent to share notes or discussion or for a study group. When absent you are responsible for all material missed. Remember the class attendance equals class success!

### **HCC Course Withdrawal Policy:**

The last date for withdrawal from any class: **July 9th at 4:30 p.m.** It is the responsibility of the student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of "F" in the course. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with program director and the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Do not take withdrawals lightly. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact the Program Director, HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. \*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. **Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade. If for any reason you register for a class, show up once or twice and

then decide not to attend, DROP THE CLASS! The last day for withdrawal from any class is **July 9<sup>th</sup>, 2018 at 4:30 p.m.**

### **Repeat Course Fee:**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **HCC Student Services Information:**

**Early Alert:** HCC has instituted an Early Alert process by which your professor will “alert” you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

### **Classroom Behavior:**

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone.

Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respects the learning needs of your classmates and assist your instructor achieve this critical goal.

### **Use of Camera and/or Recording Devices:**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. **To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.**

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

### **EGLS<sub>3</sub> (Evaluation for Greater Learning Student Survey System)**

*At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for more information*

### **Resources for students**

“Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Student for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.”

## **Campus Carry**

“At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>

### **Instructor requirements:**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams:
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Passing all written examinations, quizzes and assignments with a minimum grade average of 75%
- Pass all skill competencies with 100% proficiency
- Be in class attendance 90% of the time

### **Program/Discipline Requirements:**

On file with the MDCA Program the student must have, a current physical examination with complete and up-to-date immunizations, including Hepatitis B vaccination series and TB Skin test as well as negative criminal background check and drug screen results Skills lab courses require a student to demonstrate performance of competency. Students will perform procedures on other students and allow the same to be performed on them in order to complete/pass performance of competencies.

In order to successfully complete **HPRS 1304**, the student is responsible for adherence to the attendance policy, completion of all assignments as designated in this syllabus; passing all written examinations, quizzes and assignments with a minimum grade average of 75% and achieve a final course average of 75% or higher. In skill competencies, the student must perform the procedure until competency is attained in order to pass. The student must demonstrate with 100% accuracy skills competencies with a maximum of three attempts using a checklist in order to pass. The first attempt is 100%. The second attempt is 85% and the third attempt is 75%. Each skill is assigned point values, which include critical steps and theory questions. A student is not considered competent for entry-level employment in a medical office until he or she passes the competency.

Failure to demonstrate 100% competency may result in a failing grade for the skill and may result in failure of the course and/or dismissal from the program. Attendance in all skills lab procedural classes are a must. Make-up for missed skills competencies is not an option.



## Lab attire

Appropriate uniform dress attire is required at all times in the MDCA Laboratory. Please see the MDCA student handbook for more information. This includes scrubs, lab coat, white socks or hose, basic white (little color) leather closed -toe shoes or walking athletic shoes and student identification badge hair grooming and personal hygiene is a must for all students. No loop earrings, no body piercings, no tongue piercings or visible tattoos are allowed. The only jewelry allowed is a wedding/engagement ring and a pair of 5mm stud earrings. A student will not be allowed in the laboratory without proper attire. The student may be dismissed from class for inappropriate dress and may be asked by faculty to leave the instructional site.

## **BACKGROUND INFORMATION**

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

## HCC Grading Scale:

HCC MDCA Program uses the following grading system:

90 - 100 = A	4 points per semester hour
80 - 89 = B	3 points per semester hour
75 - 79 = C	2 points per semester hour
70 - 74 = D	1 points per semester hour
Below 69 = F	0 points per semester hour

FX (Failure due to non-attendance)	0 points per semester hour
IP (in Progress)	0 points per semester hour
W (withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit.

COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

*Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health*

*Sciences Programs Grading Scales, see the "Program Discipline" Requirement section of the program syllab*

### Grading Percentages

Lab skills	
Assignments/Homework	20% of your final grade
Project	20% of your final grade
Quizzes	15% of your final grade
Final Skills	15% of your final grade
Final Exam	10% of your final grade
	20% of your final grade

### Online Gradebook

The instructor utilizes a web-based grade tracking system (mygradebook.com) to record student grades. After a grade has been entered by the instructor, the student will receive an email stating that their grades have been updated. Students will have access to their grades at all times and are expected to regularly check grades for accuracy.

Students should check their grades a minimum of 1 to 2 times a week. Any student with a grading discrepancy should contact the instructor as soon as the discrepancy is discovered. When meeting with the instructor, the student must bring the original graded assignment to the meeting. Student grades can be assessed by [www.mygradebook.com](http://www.mygradebook.com)

### **Instructor Grading Criteria:**

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

**Make-up policy:** It is the student's responsibility to consult with the instructor for any make-up Assignments. The instructor is not required to provide any make-up assignments. All or any make-up work is at the discretion of the individual instructor. There will be only one make-up test allowed. **Any student absent from a major exam, test or quiz must contact the instructor and schedule a make-up exam to be taken before the next class meeting.** No contact from the student will result in **grade of zero** for the exam. Midterm and final exams must be taken at the designated time scheduled **There is no makeup for midterm or final skill competencies.**

## GOALS/COMPETENCIES:

1. Recognize emergencies. (Patient assessment, triage etc.)
2. Operate emergency equipment.
3. Administer first aid and CPR
4. Understand and demonstrate, if available, use of Automated External Defibrillator (AED) devices.
5. Maintain control of emergency.
6. Provide reassurance and support.
7. Implement emergency procedures preparation plan for an ambulatory care setting.
8. Document emergency.
9. Demonstrate abdominal thrust for conscious adult and child.
10. Demonstrate how and where to apply pressure to control bleeding depending on site.
11. Demonstrate how to clean and dress a wound and apply the appropriate bandage for the site.
12. Demonstrate the procedure for treating a patient who faints.
13. List the signs and symptoms of shock.
14. Perform various methods of transportation
15. Demonstrate procedures for immobilization of a fracture and the application of a sling and splint.
16. Identify diabetic emergencies and state the appropriate treatment.
17. Perform and demonstrate hot and cold emergencies and state the appropriate treatment applications.
18. Identify the types of burns and the appropriate treatment for each type. Explain the "Rule of Nine."
19. Cite the procedure for treating different types of poisonings.
20. Explain the procedure for monitoring a seizure patient.
21. Perform all skills according to OSHA guidelines and standard precautions.

The instructor of HPRS 1304 reserves the right to make changes to this syllabus at their discretion.