Syllabus Part II Edison Community College

**ALH 101S Introduction to Health Care**

1 Credit Hour – On-line

Instructor: Stacy Keith

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Office: email to schedule
Qualifications: Medical Technician AS Edison State Community College 2015
11 years Clinical experience.

Text: Introduction to Health Care, Lee Haroun, 6th Edition, Cengage ISBN: 978-0-357-93649-8

In this course we will:

- Identify various healthcare professionals and healthcare settings.
- Demonstrate an understanding of HIPAA, medical law and ethics.
- Analyze the communication cycle, effective communication, and coping with stress as a medical professional.
- Apply knowledge of infection control, asepsis, and standard precautions to common situations in healthcare facilities.
- Demonstrate professionalism in the healthcare field.

Week One:

- Chapter 1-Your Career in Health care
- Hidden Histories Video
- Submit homework and reading assignment: due Sunday at 11:59pm
- Discussion-Initial post due Wednesday at 11:59 pm all follow-up due Sunday by 11:59 pm.

Week Two:

- Chapter 2-Developing Professionalism and Learning for Your Career
- Chapter 3-Health Care Yesterday, Today, and Tomorrow
- Submit homework and reading assignment: due Sunday at 11:59pm

Week Three:

- Ethical Discussion. Initial post due by Wed. at 11:59 pm all follow-up due Sunday by 11:59 pm.
- Chapter 4-Ethical and Legal Responsibilities
- Chapter 9-Growth and Development
- Submit homework and reading assignment: due Sunday at 11:59pm

Week Four:

- Ethical Discussion. Initial post due by Wed. at 11:59 pm all follow-up due Sunday by 11:59 pm.
- Chapter 11-Infection Control
- Submit homework and reading assignment: due Sunday at 11:59pm

Week Five:

- Assignment: Fill out the wellness log beginning Sunday morning through Saturday morning and upload in Blackboard. Write a couple paragraphs evaluating your log compared to what you learned in the chapter.
- CDC Healthy Living video
- Chapter 12-Environmental Safety
- Chapter 13-Lifestyle Management
- Submit homework and reading assignment: due Sunday at 11:59pm
- Fire Safety-PASS
- Fire Safety-RACE

Week Six:

- Chapter 14-The Patient as an Individual

- Chapter 15-The Communication Process
- Empathy Video
- Submit homework and reading assignment: due Sunday at 11:59pm

Week Seven:

- Ethical Discussion. Initial post due by Wed. at 11:59 pm all follow-up due Sunday by 11:59 pm.
- Hand washing Competency-Upload video due by 11:59 pm. See Blackboard for details.
- Chapter 16-Written Communication
- Chapter 18-Documentation and Medical Records
- Chapter 22-Quality Control and Customer Service
- Submit homework and reading assignment: due Sunday at 11:59pm

Week Eight:

- Donning and Doffing PPE Competency-Upload video due by Sunday at 11:59 pm
- Chapter 23- Preparing, Applying, and Maintaining a Job
- Marketable Skills assignment
- Final-this will be available on-line. It will be available Saturday at midnight through Sunday at 11:59.

HOMEWORK: Is assigned in Blackboard. You will be expected complete all your homework within Blackboard. All information and due dates are located under each Weekly section. Weekly assignments are due on Sundays at 11:59. Initial discussion posts will be due during the week on Wednesdays at 11:59 and all responses are due by Sunday at 11:59. Assignments will not be accepted after the due date. If approval has been granted for late assignments, 10% will automatically be deducted.

DISCUSSION POSTS: Discussion posts are due by Wednesday at 11:59 pm with your comments being due on Sunday by 11:59 pm.

To create and preserve a course atmosphere that optimizes teaching and learning, all students share the responsibility of creating a positive learning environment. Students are expected to conduct themselves in a manner that does not disrupt teaching or learning, and they are expected to follow these standards:

Course discussions should be civilized and respectful to everyone and relevant to the topic we are discussing. Discussion forums are meant to allow for a variety of viewpoints. This can only happen if we respect one another and our differences.

COMMUNICATION: Announcements and emails are available through the blackboard system. Periodically check for class announcements. If there is an urgent message, announcements will be sent to all students via e-mail. Instructors usually check e-mail daily, which will be the easiest way to contact them with questions or problems. The instructor will get back to you within 24-48 hours. If they have not responded with in 48 hours, please email them again. I reserve Sundays for family so I will usually not be responding on Sundays.

EVALUATION METHODS: Your letter grade for this course is based on the total points earned in this course. The Hand Washing Competency is pass or fail. In order to pass the course, you must successfully pass the competency in addition to your letter grade earned.

GRADING SCALE:

A= 90-100% B= 80-89% C = 70-79% D = 60-69% F= < 60%

HAND WASHING COMPETENCY: Student must achieve ALL critical steps of the competency in order to pass the course.

| Assignments | Points |
|---|---|
| Assignment | 1,341 |
| Discussion | 190 |
| Test | 93 |
| Total | 16,24 |

RESPECTFUL DIALOGUE: We all come to the table with differing experiences and viewpoints, which means that we have so much to learn from each other. In order to get the most out of this opportunity, it is important that we don't shy away from differences. Rather, we should show respect for differences by seeking to understand, asking questions, clarifying our understanding, and/or respectfully explaining our own perspective. This way, everybody comes away with new perspectives on the issue and respecting others with different values or beliefs.
If someone says something that bothers you for any reason, assume that your peer did not mean to be offensive and ask your peer to clarify what they meant. Then explain the impact it had on you. If your classmates tell you that something you said or wrote bothered them, assume that they are not attacking you, but rather that they are sharing something that might be important for you to know.

AI

AI Mixed Policy
For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

EDISON STATE COMMUNITY COLLEGE ACADEMIC HONESTY: Cheating and plagiarism will not be tolerated in this course. Students who cheat or allow others to copy from their papers will receive a zero on the assignment in question. The ECC Academic Honesty Policy will be adhered to in this course. See the Student Handbook at https://www.edisonohio.edu/Student-Resources/

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing disabilities@edisonohio.edu or by calling 937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Online at https://edisonohio.ecampus.com

## CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.

## COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

## STUDENT WELLNESS CENTER

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

The Student Wellness Center helps students navigate obstacles which might cause issues or create a sense of distress during your school year. Edison State has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as:

- Recovery and Counseling referral
- Housing
- Food
- Physical well-being

Information and education are also provided on the topics of:

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-Hazing

If you are struggling and need to speak with someone in person, please reach out to Velina Bogart, Coordinator of Student Wellness, at vbogart@edisonohio.edu, 937-778-7854, Room 193 (next door to the Security Office).

Walk in hours on campus are Tuesday, Wednesday, Thursday, 8am-5pm. Hours may vary according to the college schedule or events. You may schedule an appointment by clicking here.

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria).

## LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/. Libguides and short instructional videos are available to help you use these resources and can be found at: https://libguides.edisonohio.edu/. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

## STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries,

household needs, and community resources. Stop by and check out our Charger Stations in Room 060 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville.

## TECHNICAL SUPPORT SERVICES

**For Blackboard Assignment issues, the instructor should be the first point of contact.**

***For Log-in or other technology issues:*** There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
    - email to support@edisonohio.edu
    - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

## TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/Registration-and-Records/ and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at http://stage.edisonohio.edu/digipub/StudentHandbook/index.html

## TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

## TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/

## ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.