

Allied Health Assisting 3

Course Number: 8417100 (Health Science I – Prerequisite)
8417110 (Health Science II – Prerequisite)
8417131 (Allied Health Assisting 3)

Course Credit: 1

Course Description:

In this course students will perform skills representative of three areas of allied health care. Major areas of allied health are defined as physical therapy, emergency, radiation, laboratory and respiratory medicine, and occupational therapy. Other areas of health; medicine, dentistry, or veterinary may be included with instructor provided competencies.

Course Outcomes:

Demonstrate knowledge of the health care delivery system and health occupations

- Identify the basic components of the health care delivery system including public, private, government and non-profit
- Identify common methods of payment for healthcare services.
- Describe the various types of healthcare providers and the range of service available including resources to victims of domestic violence.
- Describe the composition and functions of a healthcare team.
- Identify the general roles and responsibilities of the individual members of the healthcare team
- Identify the roles and responsibilities of the consumer within the healthcare delivery system.
- Identify characteristics of effective teams.
- Recognize methods for building positive team relationships.
- Analyze attributes and attitudes of an effective leader.
- Recognize factors and situations that may lead to conflict.
- Demonstrate effective techniques for managing team conflict.
- Describe factors that influence the current delivery system of healthcare.
- Explain the impact of emerging issues including technology, epidemiology, bioethics and socioeconomics on healthcare delivery systems.

Demonstrate the ability to communicate and use interpersonal skills effectively

- Develop basic speaking and active listening skills
- Develop basic observational skills and related documentation strategies in written and oral form.
- Identify characteristics of successful and unsuccessful communication including communication styles and barriers
- Respond to verbal and non-verbal cues.
- Compose written communication using correct spelling, grammar, a formatting and confidentiality and specific formats of letter writing.
- Use appropriate medical terminology and abbreviations.
- Recognize the importance of courtesy and respect for patients and other healthcare workers and maintain good interpersonal relationships.
- Recognize the importance of patient/client educations regarding healthcare.
- Adapt communication skills to carried levels of understanding and cultural orientation including diverse age, cultural, economic, ethnic and religious groups.
- Analyze elements of communication using a sender-receiver model.
- Distinguish between and report subjective and objective information.
- Report relevant information in order of occurrence.

Demonstrate legal and ethical responsibilities

- Discuss the legal framework of the healthcare occupations including scope of practice legislation.
- Explain practices that could result in malpractice, liability, negligence, abandonment, false imprisonment and fraud.
- Demonstrate procedures for accurate documentation and record keeping.
- Interpret healthcare facility policy and procedures.
- Explain the “Patient’s Bill of Rights”
- Identify standards of the Health Insurance Portability and Accountability Act (HIPAA).
- Describe advance directives.
- Describe informed consent.
- Explain the laws governing harassment, labor and employment.
- Differentiate between legal and ethical issues in healthcare.
- Describe a code of ethics consistent with the healthcare occupation.
- Identify and compare personal, professional, and organizational ethics.
- Recognize the limits of authority and responsibility of health care workers including legislated scope of practice.
- Recognize and report illegal and/or unethical practices of healthcare workers.
- Recognize and report abuse including domestic violence and neglect.
- Distinguish among the five schedules of controlled substances.

Demonstrate an understanding of and apply wellness and disease concepts

- Describe strategies for prevention of diseases including health screenings and examinations.
- Identify personal health practices and environmental factors which affect optimal function of each of the major body systems.
- Identify psychological reactions to illness including defense mechanisms.
- Identify complementary and alternative health practices.
- Discuss the adverse effects of the use of alcohol, tobacco, and both legal and illegal drugs on the human body and apply safety practice related to these and other high risk behaviors.
- Explain the basic concepts of positive self image, wellness and stress.
- Develop a wellness and stress control plan that can be used in personal and professional life.
- Explore and utilize the U.S. Department of Agriculture’s MyPlate food guide (www.choosemyplate.gov)
- Recognize the steps in the grief process.

Recognize and practice safety and security procedures

- Recognize safe and unsafe working conditions and report safety hazards.
- Demonstrate the safe use of medical equipment.
- Explain and apply the theory of root- cause analysis.
- Identify and describe methods in medical error reduction and prevention in the various healthcare settings.
- Identify and practice security procedures for medical supplies and equipment.
- Demonstrate personal safety procedures based on Occupations Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations (including standard precautions).
- Recognize Materials Data Safety Sheets (MSDS) and comply with safety signs, symbols and labels.
- Demonstrate proper body mechanics and ergonomics.
- Demonstrate the procedure for properly identifying patients.
- Demonstrate procedures for the safe transport and transfer of patients.
- Describe fire, safety, disaster and evacuations procedures.
- Discuss the Joint Commission patient safety goals (www.jointcommission.org)

Recognize and respond to emergency situations

- Monitor and record vital signs
- Describe legal parameters relating to the administration of emergency care.
- Obtain and maintain training or certification on cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), foreign body airway obstruction (FBAO) and first aid.
- Recognize adverse drug related emergencies and take appropriate first aid action.

Recognize and practice infection control procedures

- Define principles of infection control including standard and transmission based precautions.
- Demonstrate knowledge of medical asepsis and practice procedures such as hand-washing and isolation.
- Demonstrate knowledge of surgical asepsis.
- Describe how to dispose correctly of biohazardous materials according to appropriate government guidelines such as OSHA.

Demonstrate an understanding of information technology applications in healthcare.

- Describe technology applications in healthcare.
- Define terms and demonstrate basic computer skills.
- Recognize technology applications in healthcare.
- Interpret information from electronic medical documents.
- Identify methods of communication to access and distribute data such as fax, e-mail, and internet.

Demonstrate employability skills

- Identify personal traits or attitudes desirable in a member of the healthcare team
- Exemplify basic professional standards of healthcare workers as they apply to hygiene, dress, language, confidentiality and behavior (i.e. telephone etiquette, courtesy and self-introductions).
- Identify documents that may be required when applying for a job.
- Write an appropriate resume.
- Conduct a job search.
- Complete a job application form correctly.
- Examine levels of education, credentialing requirements including licensure and certification, employment opportunities, workplace environments and career growth potential.
- Recognize levels of education, credentialing requirements, employment opportunities, workplace environments and career growth potential.
- Identify acceptable work habits.
- Recognize appropriate affective/professional behavior.
- Compare careers within the health science career pathways (diagnostic services, therapeutic services, health informatics, support services or biotechnology research and development).

Demonstrate knowledge of blood borne disease, including HIV/AIDS

- Recognize emerging diseases and disorders.
- Distinguish between fact and fallacy about the transmission and treatment of disease caused by blood borne pathogens including Hepatitis B.
- Identify community resources and services available to the individuals with disease caused by blood borne pathogens.
- Identify “at risk” behaviors which promote the spread of diseases caused by blood borne pathogens and the public education necessary to combat the spread of these diseases.
- Apply infection control techniques designed to prevent the spread of disease caused by blood borne pathogens to the care of all patients following Centers for Disease Control (CDC) guidelines.
- Demonstrate knowledge of the legal aspects of HIV/AIDS, including testing.

Apply basic math and science skills

- Draw, read, and report on graphs, charts and tables.
- Measure time, temperature, distance, capacity, and mass/weight.
- Make, use and convert using both traditional and metric units.
- Make estimations and approximations and judge the reasonableness of the result.
- Convert from regular to 24 hour time.
- Demonstrate ability to evaluate and draw conclusions.
- Organize and communicate the results obtained by observation and experimentation.
- Ask appropriate scientific questions and recognize what is involved in experimental approaches to the solution of such questions.
- Calculate ratios.

Phlebotomy aide

- Demonstrate accepted professional communication and interpersonal skills of a phlebotomist.
- Discuss phlebotomy in relation to the health care setting
- Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist.
- Recognize and identify collection reagents, supplies, equipment and interfering chemical substances.
- Demonstrate skills and knowledge necessary to perform phlebotomy.
- Practice accepted procedures of transporting, accessioning and processing specimens.
- Practice quality assurance and safety.

Medical Administrative Assisting

- Demonstrate an understanding of basic medical terminology e.g. prefixes, suffixes, and root words.
- Demonstrate an understanding of straight numerical, alphabetical and terminal digit filing.
- Demonstrate computer literacy, keyboarding and retrieval skills.
- List procedures for scheduling and referring patients, and handling walk-in emergency patients.
- Understand what is required to create and submit a medical bill.
- Define a Release of Medical Information, Explanation of Benefit, Assignment of Benefit and Electronic Remittance Advice.
- Develop an understanding of the term HMO and be able to interpret the information contained on the patient's insurance card
- Understand the financial terms and procedures involved in operating a medical office practice, including Income, Expense, Accounts Receivable, Accounts payable, Cash and Accrual Accounting, Write-off Adjustments

Clinical Rotation in at least 3 major allied health areas

- Demonstrate skills in the clinical setting as outlined in above standards.
- Complete three (3) clinical rotations under the supervision of a dully licensed/certified allied health care worker.
- Exhibit behavior consistent with the professional ethics required of each of the allied health areas being studied.

Grading Scale:

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

Classroom Grading Policy:

Tests/Projects	40%
Clinical/Quizzes	30%
Class Participation	20%
Homework	10%

Instructor Contact Information:

Mrs. Angela Mates, RN BSN

angelamma@leeschools.net

School phone 239-561-0060

Supplies Needed:

- ❖ Pencils/pens
- ❖ Folder/binder with paper
- ❖ \$30.00 Equipment/lab fee

Optional Supplies that will help enhance learning:

- ❖ Non-latex exam gloves
- ❖ Pack of white or colored computer paper
- ❖ Hand sanitizer
- ❖ Tissues

Rules/Expectations:

- Cell phones/electronic devices, ear buds must be off and out of sight at ALL times (no exceptions). See code of conduct book, the penalties are described in full details.
- Please read the code of conduct book regarding the tardy policy. It will be enforced as written. **By reading and reviewing the Code of Conduct book at the beginning of the year, parent and student signatures indicate an understanding of district/school rules.
- Absences – Clinical and classroom time is critical to the success of this class. Absences will be based on the Lee District Medical Academy guidelines that are followed by all District medical academies.
- No late work will be accepted with the exception of excused absences or extenuating circumstances
- It is the student's responsibility to get make-up work, complete it, and turn it in by the due date.
- No gum, candy, food, or drinks in class. Water is permitted. Medical classrooms/labs are unsafe areas for food consumption.
- Adhere to all district rules detailed in the student code of conduct book and the Medical Academy Handbook.
- Code of Conduct: <http://www.leeschools.net/dept/stusvc/Code%20Conduct.htm>
- More than one referral in the medical academy and ISS for any reason will be grounds for removal from the program. Commitment to professionalism and high standards is critical due to increased responsibility.

Communication:

Lee County School District has developed a phone and internet based communication tool that provides access to your child's grades, attendance, teacher email, and cafeteria balance.

Parentlink (internet sign in)

<http://parentlink.leeschools.net/html/ContentBase/Content/Home/>

School District Calendar – <http://www.leek.12.fl.us.schools.sfm/>

Please call the guidance office to schedule a conference as needed.