

Prepared by the Department of Health Sciences

Date of Departmental Approval: February 10, 2017

Date Approved by Curriculum and Programs: February 22, 2017

Effective: Fall 2017

1. **Course Number:** HEA134
Course Title: Essential Skills for Health Professionals
2. **Description:** In this introductory course, students explore basic concepts surrounding career opportunities in the health professions while learning about and understanding the basic skills required for entry into a health career. Understanding one's role in a health career, making effective decisions to manage a personal career plan, assessing personal qualifications, interests, knowledge, values and skills necessary to succeed in a health career are key to this course. The student develops essential work habits desired by employers in the health care field.
3. **Student Learning Outcomes:** Upon successful completion of this course, students are able to do the following.
 - Explain how health care has changed in the last century
 - Describe the legal and ethical responsibilities of health care workers
 - Comply with HIPAA in all classroom and clinical activities
 - Describe what qualities demonstrate professionalism in the workplace
 - Describe the roles, responsibilities, and certifications needed for each of the health careers studied
 - Discuss self-assessment results to determine career interests
 - Describe the elements of effective communication among all members of the health team, and its effect on the health of the community
 - Describe the role of Standard Precautions in the prevention of disease transmission
 - Discuss the body's systems and the role of each in overall health
4. **Credits:** 1 credit
5. **Satisfies General Education Requirement:** No
6. **Prerequisite:** ENL025 (Reading & Writing Essentials) or satisfactory basic skills assessment score
7. **Semester(s) Offered:** Fall, Spring
8. **Suggested General Guidelines for Evaluation:**

Various teaching methods will be utilized during this course. A combination of lectures, seminars, and laboratory experiences will include demonstrations, role-playing, case studies, and classroom skill-building exercises. Students will use self-assessments to determine their fields of interest. Homework assignments will include required readings with the use of the Internet for research. Students will be assessed by a variety of methods including participation, in-class activities, written class assignments, exams, and projects.
9. **General Topical Outline:**
 - History and Trends in Healthcare
 - Health Care Systems
 - Careers in Health Care
 - Personal and Professional Qualities of a Healthcare Worker
 - Legal and Ethical Responsibilities
 - Cultural Diversity
 - Geriatric Care
 - Promotion of Safety
 - Infection Control
 - Vital signs
 - Preparing for the World of Work
 - Information Literacy in Healthcare