

ALLIED HEALTH II-ON CAMPUS COURSE

UNIT I Technical Reading, Writing, and Research

National Healthcare Foundation Standards and Accountability

Academic Foundation Objectives:

- Distinguish between a database and a search engine
- Distinguish between scientific journals, popular literature and other types of health information

Communications Objectives:

- Access available databases to find information about health-related topics

Information Technology Applications Objectives:

- Choose a real-world health topic for research
- Demonstrate ability to read and effectively summarize a professional journal - research study in student's own words
- Use correct grammar, capitalization, spelling, and punctuation in a technical research paper
- Compile a reference list and in-text citations in correct APA format
- Write an abstract
- Write an organized and comprehensive research paper about a current health care issue
- Write a comprehensive research paper with appropriate citations
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UNIT 2 Career Exploration and Development

Goal: Identify a professional goal

Academic Foundation Objectives:

- Identify a primary career that matches the student's personality

Communications Objectives:

- Investigate the employment outlook, advantages, disadvantages and qualifications needed for this career"

Systems Objectives:

- Describe the career/educational ladder necessary to achieve this goal

Employability Skills Objectives

- Calculate an accurate budget for a one-month period and evaluate whether the career choice satisfies the estimated cost of living expenses

Legal Responsibilities Objectives:

- Create a comprehensive career research report.
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Technical Skills Objectives:

- Create a comprehensive career research report.

Information Technology Applications Objectives:

- Create a professional resume

UNIT 3 Professionalism, Interpersonal, and Business Skills in the Workplace

Communications Objectives:

- Set realistic goals

Systems Objectives:

- Establish timelines

Employability Skills Objectives:

- Demonstrate cooperation, teamwork, and reliability in the classroom and at the workplace.
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Legal Responsibilities Objectives:

- Adhere to health care setting specific dress codes and hygiene practices
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Teamwork Objectives:

- Demonstrate enthusiasm and commitment to workplace expectations
Mentor Evaluation

Health Maintenance Practices Objectives:

- Display personal responsibility and ethical behavior.

Technical Skills Objectives:

- Demonstrates punctuality and good attendance to class and the workplace

Information Technology Applications Objectives:

- Shows initiative, self-direction, courtesy and positive interpersonal skills in class and the workplace.
- Demonstrates effective communication with health care staff and mentors
- Successfully completes a HIPAA certification on-line and classroom course.
- Demonstrates timely submission of required paperwork to mentor and teacher

- Accepts constructive criticism
- File records using both the alphabetical and numerical systems Utilize correct telephone techniques when using a business telephone
- Schedule appointments using a standard appointment ledger or a computer program
- Complete registration and history records
- Complete basic insurance forms accurately, neatly, and thoroughly

UNIT 4 Infection Control and Safety Practices

Academic Foundation Objectives:

- Differentiate between antisepsis, disinfection, and sterilization

Systems Objectives:

- Observe standard precautions while working in the laboratory or clinical area

Employability Skills Objectives:

- Don sterile gloves with no contamination

Safety Practices Objectives:

- Prepare a sterile dressing tray with no contamination

Technical Skills Objectives:

- Don and remove a transmission-based isolation mask, gloves, and gown
- Obtain Blood borne and Airborne Pathogens Course - Certificate of Completion
- Understand and follow site specific fire, safety, and disaster procedures

UNIT 5 Cultural Diversity in Health Care

Academic Foundations Objectives:

- List the 4 basic characteristics of culture

Communications Objectives:

- Differentiate between culture, ethnicity, and race.

Information Technology Applications Objectives:

- Identify some of the major ethnic groups in the US and in Maryland
- Explore health beliefs, dietary practices, cultural beliefs, and cultural habits of different cultures that may affect health care perceptions & practices
- "Describe how a bias, prejudice, or stereotype can cause a barrier to effective relationships with others

- "Describe effective communication methods which avoid bias, prejudice, or stereotyping"
- Identify ways in which language, personal space, touching, eye contact, and gestures are affected by cultural diversity"
- Identify ways health care providers can show respect for an individual's religious beliefs
- Identify ways in which language, personal space, touching, eye contact, and gestures are affected by cultural diversity
- Demonstrate culturally sensitive communication with diverse community members
- Summarize current research about cultural diversity in health care settings
- Evaluate internet sources on cultural diversity

UNIT 6 Global Health Care Issues Research

Academic Foundation Objectives:

- Comprehend concepts related to health promotion and disease prevention.

Communications Objectives:

- Access valid health information and health-promoting products and services.
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Systems Objectives:

- Practice health-enhancing behaviors and reduce health risks.

Ethics Objectives:

- Advocate for personal, family, and community health."

Health Maintenance Practices Objectives:

- "Analyze how science and technology influence core values, beliefs, and the attitudes of society.

Information Technology Applications Objectives:

- Analyze the causes, consequences, and possible solutions to persistent global health issues.
- Analyze the influence of culture, media, technology, and other factors on health."
- Use interpersonal communication to enhance health.Global Health Care Issues
- Comprehend concepts related to health promotion and disease prevention

- Analyze the influence of culture, technology, and other factors on health."
- Use goal-setting and decision-making skills to enhance health.

UNIT 7 Pharmacology

Academic Foundation Objectives:

- Describe where drugs come from

Communication Objectives:

- Discuss the mechanism of action of drugs

Systems Objectives:

- Explain how drugs are grouped into therapeutic classes.
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Employability Skills Objectives:

- Identify several specific medications in each therapeutic class of drugs and their indications and side effects.

Legal Responsibilities Objectives:

- Compare the advantages and disadvantages of different routes of administration

Safety Practices Objectives:

- Identify safety rules for administering medications

Technical Skills Objectives:

- Describe the four major processes of pharmacokinetics

Information Technology Applications Objectives:

- Convert units within and among the metric, household, and avoirdupois systems.
- Calculate basic medication dosages
- Identify and correctly use medical abbreviations related to pharmacology
- List the six rights for medications and describe methods used in pharmacy to prevent medication errors
- Identify and define the components of a medication prescription.
- Utilize a variety of references including on-line to find information about specific drugs
- Outline the education and responsibilities of the pharmacist
- List and define the pharmacy specialty areas
- Describe the role of drug trials in developing new medication therapies and ensuring safety

UNIT 8 Nutrition

Academic Foundations Objectives:

List the effects of good and bad nutrition

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Communications Objectives:

- Analyze and discuss vignettes

Employability Skills Objectives:

- Describe six groups of essential nutrients and their functions and sources

Technical Skills Objectives:

- Develop Your Personal Pyramid Activity www.mypyramid.gov

Information Technology Applications Objectives:

- Create a sample daily menu using the five major food groups and recommendations, customizing to dietary and cultural needs
- Measure body mass index (BMI) for an individual
- Calculate daily required caloric intake to maintain current weight
- Read and analyze food labels
- Name, describe, and explain the purposes of at least eight therapeutic diets
- Feed a patient using proper technique
- Measure and record patient intake and output for fluids

UNIT 9 Body Systems Review

Academic Foundation Objectives:

- Identify the major functions of each body system

Health Maintenance Practices Objectives:

- Compare interrelationships of body systems

Information Technology Applications Objectives:

- Describe and present basic diseases affecting each of the body systems
- Explore and report cutting edge medical technology and research for body systems
- Search and view various body systems

UNIT 10 Controversial Issues in Healthcare

Academic Foundations Objectives:

- Explore objective, non-judgmental controversial health issues that may arise in the healthcare setting

Communications Objectives:

- Create presentations of a specific topic of interest showing both sides of the issue

Legal Responsibilities Objectives:

- Identify groups who may be for or against each issue

Ethics

- Discuss legal issues with various controversies and research how to lobby for health issues in Maryland

UNIT 11 Medical Office Skills

Academic Foundations Objectives:

Maintain a patient medical chart

Communications Objectives:

- Utilize correct telephone techniques when using a business telephone

Systems Objectives:

- Schedule appointments using a standard appointment ledger or computer program

Employability Skills Objectives:

- Complete registration and history records

Legal Responsibilities Objectives:

- Explain the process of filing an insurance claim and complete basic insurance forms accurately, neatly and thoroughly
- Research locally used Managed Care Organizations and Maryland Medicaid eligibility and practice filling out health insurance forms

Teamwork Objectives:

- List the various types of technology and office equipment that may be used to perform administrative tasks in the medical office

Information Technology Applications

- Use interpersonal skills necessary for working in a medical office

UNIT 12 Pediatric Care

Academic Foundations Objectives:

- Outline and characterize the development of newborns, toddlers and children

Communications Objectives:

- Describe the duties and functions of a pediatrician

Employability Skills Objectives:

- Explain and use and Apgar Score Chart

Legal Responsibilities Objectives:

- List and explain a schedule for and the steps involved in completing a well-baby exam

Safety Practices Objectives:

- Determine the gestational age of a newborn by six physical examination findings.

Technical Skills Objectives:

- Measure infant height and weight
- Demonstrate techniques to bathe diaper and swaddle a newborn
- Practice techniques according to video
- Identify various vaccinations given to infants at different stages
- Explain the difference between bottle-feeding and breastfeeding and identify benefits of both
- Obtain certification from the National Safety Council in Pediatric First Aid, CPR and AED

UNIT 13 Dealing with Special Populations/Mental Health

Academic Foundations

Identify the roles and responsibilities of personnel in mental healthcare

Communications

Describe job responsibilities of mental health physicians, social workers, mental health technicians, psychologists, psychiatrists, and counselors

Systems

Identify health facilities that accommodate people of all ages with special needs

Employability Skills

Understand safety and legal issues related to the use of restraints

Legal Responsibilities

Provide reality orientation and record patients' behavior in a patient chart

Ethics

Examine a code of ethics for the treatment of patients according to the American Mental Health Counselors Association

UNIT 14 Community Service Project Development

Academic Foundations Objectives:

- Research a specific health topic or issue that affects the community and review Healthy People 2010 document

Communications Objectives:

- Identify local non-profit or government health agencies that is related to a specific health issue and/or educates the public about a current health issue

Systems Objectives:

- Coordinate with a project mentor to arrange for a specific need Service Project

Ethics Objectives:

- Write a detailed service project proposal

Teamwork Objectives:

- Create and implement a community service project in cooperation with a local health agency

Health Maintenance Practices Objectives:

- Develop a background paper, which details the history, scope, description, and current status of the problem, using at least 5 sources from the professional literature as well as interviews with key professionals.
- Maintain an organized running log of time and activities throughout the course of the project
- Submit a completed final service project report
- Evaluate and present project outcomes

