



INSTRUCTIONAL PACKAGE

AHS 110

Patient Care Procedures

201730

Summer 2018

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 201730

COURSE PREFIX: AHS 110

COURSE TITLE: Patient Care Procedures

CONTACT HOURS: 2

CREDIT HOURS: 2

RATIONALE FOR THE COURSE:

This course serves to prepare the student for the clinical process as a beneficial component of their total education. It will provide the student an overview of the organizations governing the radiological technology profession. It also provides a study of the Healthcare system administrative services. This course assists the student with the skills necessary to provide safe, courteous patient care. It will provide detailed, concise instructions for the physical protection of the student as well as the patient. Emphasis is placed on professional ethics, patient and student confidentiality.

COURSE DESCRIPTION:

This course provides a study of the procedures and techniques used in the general care of the patient.

PREREQUISITES/CO-REQUISITES:

Credit level [BIO 210](#) Minimum Grade of C or Credit level [BIO 210](#) Minimum Grade of TC

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. The student will have a clear, concise guide to the governing board of both the hospital environment as well as the various professional organizations serving their chosen field.
2. The student will have a general understanding of the basic skills necessary for working with patients.
3. The student will learn to utilize the proper techniques in regard to Standard precautions and aseptic techniques.
4. It will serve to increase the awareness of the importance of radiation protection and aide the student in protecting themselves as well as the patient.
5. The student will develop compassion and clinical competency while in the clinical setting.
6. Explain pertinent clinical signs, symptoms, and laboratory tests as well as related examinations
7. Understand legal principles
8. Provide the student with a general understanding of the skills necessary for basic patient care and comfort
9. Utilize the proper techniques in regard to non-aseptic and aseptic techniques
10. Increase the awareness of the importance of patient confidentiality.
11. Explain the ethics of the Allied Health Professional
12. Apply critical analysis to ethical decision making

Module #1 – Introduction to the Radiologic Sciences Profession

Materials Covered: Ch. 1, 2, 4

***Assessment(s):** Complete Review assignment
Unit Test

Learning Outcomes:

- Define terms related to Radiologic Technology Fields.
- Identify various specialties within Radiology.
- Examine governing board of both the hospital environment as well as the various professional organizations serving their chosen field.
- Discuss critical thinking and its application to the healthcare environment.
- Develop critical-thinking and problem solving skills as a radiologic sciences professional.

Module #2 – Patient Interaction, History and Safe Moving

Materials Covered: Ch. 11,12,13,14

***Assessment(s):** Complete Review assignment
Unit Test

Learning Outcomes:

- Identify qualities needed to be a caring healthcare worker.
- Discuss general needs of patients according to Maslow's hierarchy of needs.
- Demonstrate effective acquisition and reporting of patient history.
- Describe the desirable qualities of a good patient interviewer.
- Demonstrate patient transfer and immobilization techniques with consideration to safety of patient and self.
- Demonstrate key skills of cultural competence.

Module #3 – Vital Signs and Cardiac Monitoring

Materials Covered: Ch. 15, 16

***Assessment(s):** Complete Review assignment
Unit Test

Learning Outcomes:

- Discuss use and care for intravenous lines, catheters, percutaneous drains and oxygen.
- Discuss the significance of each of the four vital signs
- Explain implications of abnormal vital signs.
- Explain the indications for administering oxygen therapy.
- Differentiate various types of central venous lines and chest tubes.
- Explain the ordered sequence of events in a normal cardiac neural conduction process.
- List steps useful in the analysis of an electrocardiographic tracing.

Module #4 – Infection Control

Materials Covered: Ch. 17, 18, 19

***Assessment(s):** Complete Review assignment
Unit Test

Learning Outcomes:

- Discuss the importance of infection control, practicing proper techniques and management and proper disposal of contaminated and biohazard materials.
- Describe isolation precautions and aseptic techniques.

Module #5 – Medical Emergencies, Pharmacology and Contrast

Materials Covered: Ch. 20, 21, 23

***Assessment(s):** Complete Review assignment
Unit Test

Learning Outcomes:

- Discuss appropriate responses to condition specific medical emergencies.
- Identify various contrast media used with medical imaging procedures and their associated risks and contraindications.
- List basic pharmacological agents that may be used with sonographic procedures, examinations and emergency situations.

Module # 6– Medical Ethics, Law and Records Management

Materials Covered: Ch. 24, 25, 26

***Assessment(s):** Complete Review assignment
Unit Test

Learning Outcomes:

- Analyze the significance of appropriate professional behaviors.
- Apply critical analysis and problem solving to ethical decision making.
- List key components of a patient health record in various settings.
- Explain the Health Insurance Portability and Accountability Act privacy and security requirements in the medical imaging setting.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests	80%
Assignments	<u>20%</u>
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

State the College’s or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale:

- A = 100 – 90
- B = 89- 80
- C = 79 – 70
- D = 69 – 60
- F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for

accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources

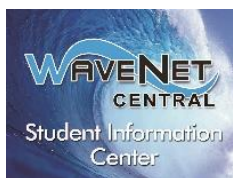


The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.</p>
<p>Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu</p>	<p>Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu</p>