



INSTRUCTIONAL PACKAGE

AHS 110

Patient Care Procedures

201920
Spring/2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 201920

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: BIO 210

***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.

ADDITIONAL REQUIREMENTS:

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

1. Explain the governing boards of the hospital environment as well as the various professional organizations serving student's chosen field.
2. Demonstrate basic skills for patient interactions.
3. Utilize the proper techniques of Standard precautions and aseptic techniques.
4. Analyze the importance and roles of radiation protection within the Medical Imaging department
5. Interpret the importance of compassion and clinical competency in the clinical setting.
6. Explain pertinent clinical signs, symptoms, and laboratory tests as well as related examinations.
7. Examine medical law and ethics of the Allied Health Professional.
8. Demonstrate skills necessary for basic patient care and comfort.
9. Summarize importance of patient confidentiality in healthcare.
10. Apply critical analysis to ethical decision making.

Module #1 – Introduction to the Medical Imaging Sciences Profession

Materials Covered: Ch. 1, 2, 4, 5

***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

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.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

****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	70%
Assignments	<u>30%</u>
	100%

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

GRADING SYSTEM:

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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **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.

Attendance Policy:

In this class a student cannot exceed 1 absences from class meeting dates or week of online work. A

second absence in either will result in a W or WF in the course.

If a student must be absent on the day of an assigned test or quiz the student must call the instructor within 24 hours to schedule a make-up test.

Tardy Policy:

Students should be on time. It will be the policy that after the third tardy, the student will receive a verbal, written warning and be charged one day absent. After the 6th tardy, the student will be charged with an additional absence. A 7th tardy will result in termination from the radiology program. If a student arrives 15 minutes after scheduled start time, they will be charged with an absence.

Make-up Test Policy:

The student must call the instructor within 24 hours of the missed test time. If the student fails to call the instructor they will not be permitted to take a make-up exam. If the student does make the required call, they may make-up the test on the following scheduled class time.

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 or go to the [Online Resource Center](#) to access on-demand resources any time.

TECH Central – Student Information Center



TECH Central provides quality enrollment and collegiate guidance for students, faculty, and staff. Services include phone, walk-in, and online technical support for technology training and troubleshooting. Additionally, we offer support in Office 365, Outlook E-mail setup, and ID cards.
Phone: 843-349-5340

Email: techcentral@hgtc.edu

Text: 843-357-8552

TECH Talk (Live Chat): Located on the "Home" tab in WaveNet.

Website: www.hgtc.edu/techcentral

Locations:

Conway Building 1100, Room 132D

Grand Strand Building 200, Room 136

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 Beth Havens, 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, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

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

Title IX Requirements

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

*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).

<p>Inquiries regarding the non-discrimination policies:</p>	
<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 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 Vice President for Human Resources.</p>
<p>Dr. Melissa Batten, VP 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, VP 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>