**FLORIDA VOCATIONAL INSTITUTE**

**SYLLABUS / LESSON PLAN**

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| **Daily/Weekly Lesson Plan Outline – 3 weeks / 30 Clock Hrs. / 30 Lab Hrs.** | | | | | |
|  | | | | **Review Date:** | |
|  | | | | **01/04/2016** | |
| **CODE** | **SUBJECT** |  |  | **LEC HRS** | **LAB HRS** |
| **APH 101** | **Introduction to Allied Health Careers** | | | 30 | 30 |
| **COURSE DESCRIPTION:** The course is designed to offer the student a foundation in allied health career skills. Students will learn medical terminology, as well as first aid procedures and CPR. Students will demonstrate knowledge of the healthcare delivery system, and health occupation, basic infection control procedures, HIPAA guidelines, and the general laws and ethical responsibly of healthcare workers. Student will learn to emergency situations, practice safety and security procedures, apply science skills, interpersonal communications skills concepts, and understand the developmental principles of the life cycle. In services given in this course: HIPAA, OSHA, Domestic Violence, Communication with cognitively impaired clients, and Medical Errors certificates.  **Prerequisite:** None  **Required Resources**  **Text Books:**   1. Sorrentino/Remmert. Nursing Assistant. Eighth Edition. 2012 by Mosby 2. KINN’S The Medical Assistant, An Applied Learning Approach. Deborah B. Proctor, Alexandra P. Adams. Elsevier (Chapters 1 through 7) (Chapter 36) 3. Gambrills, Introduction to Health Professions. McGraw Hill. 6th edition 2012   **Other:** Handout.  **Learning Resources Center material are available**  **Instructional Methods:**  Lecture/Discussion/Demonstration  Audiovisual  **Mode of Delivery:**  Residential  **Equipment/Technology/Software**  Utilization of Power Point presentations, media center websites, reference materials, mannequins, and other technology as available  **COURSE OBJECTIVES:** At the end of the course, students will be able to:   1. Explain the Standard of Care and Privacy 2. Obtain credits through In-Service sessions including HIPAA, Domestic Violence, OSHA, Alzheimer’s disease, and Medical Errors. 3. Understand the future opportunities of their chosen career 4. Become a successful student 5. Explain the principles of P.O.W.E.R learning 6. Interpret medical terms by learning medical terminology 7. Perform Firs Aid procedures 8. Perform CPR procedures | | | | | |

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|  | **Objectives to be covered** | **Lecture/ Labs** | **Method of Assessment** |
| **Week 1** |  |  |  |
| **Day 1** | Overview of health profession  Standard of Care and Privacy  P.O.W.E.R Learning: What type of learner you are?  Interpersonal Skills and Human Behavior | **Lecture:**  Introduction to Health Professions   1. Discussion: Introduction to Health Professions 2. Discussion: Future opportunities of chosen career path. 3. Explaining the general Standard of Care and Privacy 4. Explaining the basic Principles and applications of P.O.W.E.R. Learning   **Activity**: Learning Style quiz | Book Exercise  Learning style  Survey. |
| **Day 2** | Domestic Violence  In-service | **Activity:**  **In-Service**  Explaining:   1. Factors contributing to violence 2. The cycle of Aggressive behavior: Phases 3. Common features of a victim 4. Traits of a victim of violence 5. Features of the offender   **Laboratory:**  Presentation of a video  Video Analysis and Discussion | Discussion  Quiz |
| **Day 3** | Medical Terminology | **Lecture:**   1. Explaining the use of combining vowel and combining form of essential medical terms. 2. Describing the construction of Medical Words 3. Discussion: The Construction of Medical Words. 4. Explaining how to build and construct medical terms using roots, prefixes, and suffixes.   **Laboratory:**  Selecting and identifying the meaning of essential medical term roots  Selecting and identifying the meaning of the suffixes and prefixes of essential medical terms. | Discussion  Exercise |
| **Day 4** | Medical Terminology | **Lecture:**   1. Explaining the use of common abbreviations in the medical field   **Laboratory:**  Identifying medical abbreviations used in medical office forms, diagnosis, etc | Quiz #1 |
| **Week 2** |  |  |  |
| **Day 1** | Medicine and Ethics  In-service: Medical Errors | **Lecture:**   1. Explaining who decides what is ethical 2. Describing the elements of Ethics 3. Explaining the Ethical Decision-Making Process 4. Discussing Ethical Issues regarding HIV 5. Explaining the definition and characteristics of the Criminal Law, and Civil Law 6. Explaining the Anatomy of a Medical Professional Liability Lawsuit 7. Explaining the concepts of Medical Professional Liability and Negligence: The four Ds of Negligence 8. Discussing types of Damages 9. Discussing the Standard of Care 10. Explaining the Patient’s Bill of Rights 11. Discussing The Controlled Substance Act   **In-Service: Medical Error** | Medical Error  Quiz |
| **Day 2** | Occupational  Safety and Health Administration (OSHA) In- Service | **Activity: In-Service**  Explaining and Discussing:   1. OSHA regulations 2. Blood-borne Pathogens Standard and Universal Precautions. 3. Discussion: OSHA Blood-borne Pathogens Standard and Universal Precautions. 4. OSHA Blood-borne pathogens standard 5. Universal Precautions 6. Proper use of Biohazardous waste containers and handling of infectious laundry waste 7. Needle stick Safety and Prevention Act 8. Hepatitis B Vaccination 9. Clinical Laboratory Improvement Amendments 10. Personal Protective Equipment (PPE)   **Laboratory**: Wearing PPE | Test |
| **Day 3** | Emergency Preparedness and First Aid | **Lecture:**   1. Discussing safety in the Medical facility 2. Explaining the concept of Emergency Preparedness 3. Explaining how to assist with Medical Emergencies 4. Describing basic Emergency Supplies 5. Discussing the general Rules for Emergencies | Questions |
| **Day 4** | First Aids | **Lecture:**   1. Explaining the different types of wounds 2. Describing the main Risks of wound 3. Describing the methods for controlling Bleeding 4. Explaining the Dressings and Turns 5. Describing the First Aids in case of wounds 6. Explaining the definition and common contributing factors for Epistaxis 7. Explaining the emergencies caused by poisonous Animal Bites. Symptoms produced by neurotoxic and hemotoxic poison.   **Laboratory:**  Practicing dressings and turns  Identifying different kinds of wounds in  Pictures provided | Practice turns |
| **Week 3** |  |  |  |
| **Day 1** | First Aids | **Lecture:**   1. Discussion: Burns: Thermal Burns Classification 2. Explaining the characteristics of first degree, second degree, and third degree burns. 3. Describing the rule of 9 4. Describing first Aids for burns 5. Explaining the classification of Fractures 6. Describing the main symptoms and Signs of fractures 7. Discussing First Aids for Burns and Fractures   **Laboratory:** Students presentation about Thermal and Chemical burns | Quiz  Presentation |
| **Day 2** | First Aids  CPR | **Lecture:**   1. Discussion: Heart Attack: Signs and Symptoms. First Aids 2. Discussing the Heat Stroke: Signs and Symptoms. First Aids 3. Discussing Stroke: Signs and symptoms. First Aids 4. Discussion: Head Injury: Signs and symptoms. First Aids 5. Explaining the CPR Procedure   Chest Compressions  Rescue Breathing  Choking  First Responder  Chain of Survival  **Laboratory:**  Practicing CPR Techniques  Activity:  Video: Heart Attack  Presentation: CVA  CPR Practice | Presentation  Video Analysis |
| **Day 3** | Health Insurance Portability and Accountability Act (HIPAA) In-Service | **Activity:In-Service**   1. HIPAA History and Language 2. Discussion: HIPAA History 3. HIPAA Language 4. Covered Entities 5. Covered Transactions 6. Notice of Privacy Practice (NPP) 7. Protected Health Information (PHI) 8. State Preemption 9. Treatment, payment, ad health care operations (TPO)   **Laboratory:**  Study Guide. Students will work in groups to answer the questions of the study guide. | In-Service test |
| **Day 4** | Final Test | Final Comprehensive Exam  Discussion of Test results | Final  Comprehensive Exam |

**Qualitative Measure of Satisfactory Academic Progress (SAP)**

The qualitative element used to communicate Satisfactory Academic progress is the institutions published grading scale. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion. If performance does not meet satisfactory academic requirements, demonstration of the skills must be repeated until a satisfactory level of performance is achieved.

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace at which our students must progress to ensure educational program completion within the maximum timeframe of 150%. For Florida Vocational Institute the maximum time frame is no longer than 150% of the published length of the educational programs as measured in the cumulative number of clock hours the student is required to complete.

The school uses the following grading scale:

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| **Letter** | **Number** | **Status** | **Grade Point** |
| **A** | 100 - 90% | Outstanding | 4.0 |
| **B** | 89 - 80% | Good | 3.0 |
| **C** | 79 - 70% | Satisfactory | 2.0 |
| **D** | 69 - 60% | Unsatisfactory | 1.0 |
| **F** | Below 60% | Failed | 0.0 |
| **I** | Incomplete | Incomplete | Withdraw / No Grade |

*Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass*

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they appeal the decision. Please review the appeal and probation requirements state in this policy for guidance on this process. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

**Final grade calculation criteria**

Q= 20 %

CA= 10%

MT= 30%

F= 40%

FG= 100%

**Evaluation Record Code**

Q= Quizzes

CA=Class Activity

MT= Mid Term

F= Final

R= Retest

FG= Final Grade

**Attendance**

Regular attendance is required of all students. Promptness and dependability are qualities important in all occupations. Students should begin to develop these qualities and habits the day the students begin their training.

Attendance is taken daily in class by the instructor and submitted to the Registrar before the end of each class day. Students are expected to attend all scheduled class meetings and to arrive on time.  Attendance records will be maintained by the Registrar and will be part of the student’s permanent academic record.

Students with chronic absences in excess of 20% of the scheduled hours for a course will receive a failing grade for the course. Early departures and tardies will be calculated in quarter hour increments. A student will be withdrawn from any course or program if he/she does not attend within a 14 consecutive calendar day period (excluding school holidays or breaks, no longer than 5 consecutive days).  All students must complete a 100% of all externship or clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Students enrolled in clock hour programs will be required to attend make up classes for any missed hours scheduled by the instructor if the students has missed more than **10%** of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of **85 %** of the scheduled program hours in order to graduate.

Attendance is reviewed by the instructors, program directors and the Director of Education on a weekly basis with a focus on those who have been absent for **10%** of the scheduled course hours. Students will be notified by phone, text or e-mail if their attendance is danger of violating attendance requirements.

Students may appeal the school’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example illness, military duty, death of a family member, court appearances or jury duty. The student should first discuss the issue with his or her instructor. Appeals must be received within **seven (7)** calendar days of the student being notified of the decision that he or she wishes to appeal.

Students are expected to inform faculty in advance of any pending dates where a student may be absent and should make every effort to attend the alternate class in the morning or evening. Students are only allowed to miss up to 15% of their entire program hours, anything in excess of the 15% needs to be made up and could impact the student final course grade. It is the responsibility of the student to make up work or time missed.

**MAKE –UP HOURS/TIME**

Students enrolled in clock hour programs will be required to attend make up classes for any missed clock hours scheduled if the students has missed more than 15% of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of 85 % of the scheduled program hours in order to graduate. Make-up hours for class must be made up during alternative schedules, including daytime, evening or a Friday schedule. Special circumstances will be managed by the Program Director with approval from Campus Vice President.

If absence at any time during the program exceeds **more than 10%,** the student will be placed on a mandatory prescribed school schedule which may include attending Friday scheduled sessions.

**MAKE-UP CLASS WORK**

Arrangements to make-up assignments, project, test, and homework missed as a result of absence must be made with the approval of the instructor. Make-up work must be completed within ten (10) calendar days after the end of the module.

**DRESS CODE**

1. While on campus and in lectures, students must wear uniform and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.
2. In the student laboratory, appropriate clothing must be worn at all designated times as per the specific course syllabus. Close-toed shoes must be worn in the lab at all times.
3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if the dress code is optional, the following rules apply:
   1. Students must comply with number 2 above. If the facility requires the student to wear a scrub uniform, it must be school’s uniform. The student is responsible for purchasing the correct scrub uniform. The student must wear their Student ID batch at all times.
   2. Students must not wear clothing made of denim material of any color. (No jeans or JEAN skirts, etc.)
   3. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
   4. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
   5. While attending practicum rotations, student’s hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
   6. Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
   7. Keep fingernails clean and at a reasonable length.
   8. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor’s or course instructor’s discretion and attendance won’t be granted.

**Cell Phones and Pagers**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family friends be informed of this rule. Phones will not be in used inclass.