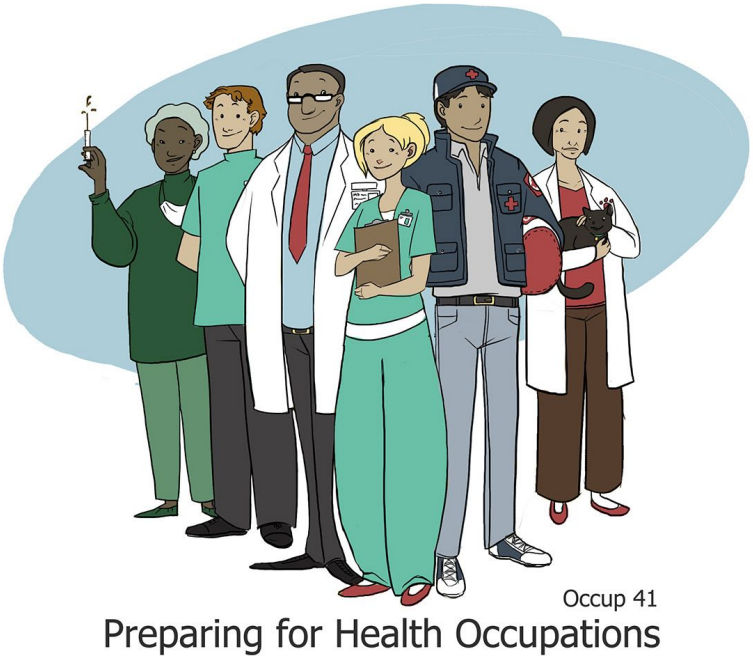
Mobility through Education™

HSE & Brigham Young University

PREPARING FOR HEALTH OCCUPATIONS



1. COURSE OVERVIEW

This health occupations course gives an overview of the different areas associated with health sciences and health technology. It covers health-care systems and trends, careers, ethics, terminology and basic anatomy, diversity, nutrition, job-seeking skills, and resume writing. This course is a preparatory class for students who are interested in a profession as a health-care worker. In addition, it is good preparation for anyone interested in working in the medical field, public health, safety, etc.

2. COURSE OUTLINE

Unit 1: Health Care Systems and Concepts
Unit 2: Health Care Careers
Unit 3: Law and Ethics
Unit 4: Medical Terminology
Unit 5: Body Systems
Unit 6: People and Culture
Unit 7: Infection Control and Medical Emergencies
Unit 8: General Principles of Nutrition

3. COURSE LEARNING OUTCOMES

At the end of this course, students should be able to accomplish the following:

- Identify health care systems and trends in health care.
- Identify careers in each of the five groups of health care careers and develop job seeking skills by learning how to write a cover letter, resume, and practicing interviewing skills.
- Differentiate between law and ethics.
- Develop medical terminology vocabulary.
- Identify the basic body systems and their structures and functions.
- Develop an appreciation for diversity.
- Apply basic principles of infection control and safety.
- Explain healthy nutritional behaviors.

4. LESSONS & ASSIGNMENTS

This course includes a variety of assessments--most can be completed anytime and are graded automatically: self-checks, unit quizzes, and the final exam. All of these assessments are based on and align to the specific learning objectives for this course.

This course consists of 8 units, 8 unit quizzes, 2 review quizzes, and 1 final exam:

- Self-checks. Self-checks are formative assessments that are automatically graded. They typically consist of multiple choice or short answer items, but may include other item types. Students can retake them as many times as they want, but their score on self-checks does not count toward their final grade. Typically every lesson is followed by a self-check, so each unit has several self-checks.
- Unit Quizzes. There is one unit quiz that generally comes at the end of each unit. They are computer-graded and do count toward the final grade. By default they can be taken only once, though items are randomized so there is little harm in allowing students to retake a unit quiz.
- Final Exam. The final exam is a comprehensive exam. There are about 100 multiple-choice questions covering the content found in units 1-8.

Students may retake the Final Exam once for a fee, if needed.

Students must pass with at least a 60% on the Final Exam and on the course average to earn credit for the course.

5. GRADES

Assignment and exam weights are the following:

Unit 1 Quiz	7%
Unit 2 Quiz	8%
Unit 3 Quiz	8%
Unit 4 Quiz	11%
Unit 5 Quiz	15%
Unit 6 Quiz	5%
Unit 7 Quiz	10%
Unit 8 Quiz	11%
Final Exam	25%

Grading Scale

Letter Grade	Percentage	Letter Grade	Percentage
A	100%–94%	**C**	76%–74%
A-	93%–90%	**C-**	73%–70%
B+	89%–87%	**D+**	69%–67%
B	86%–84%	**D**	66%–64%
B-	83%–80%	**D-**	63%–60%
C+	79%–77%	**E (fail)**	59 or below

6. COURSE MATERIALS

The course content is available:

- Online; and
- Print Course Guide provided by HSE.

7. COURSE ORGANIZATION – DETAILED

Unit 1: Health Care Systems and Concepts

Welcome to Preparing for Health Occupations! You probably have an interest in health care careers, and this course will give you an opportunity to explore these careers and the background you need to become a health care worker. The demand for health care workers will always exist because people will always need someone to help them get well or relieve their pain. This is an exciting field, and I wish you the best as you learn more about health care careers and if they are right for you!

Sections

Introduction
Lesson 1.1 Medicine and Health Care Through the Ages
Lesson 1.2 Health Care Systems
Lesson 1.3 Health Insurance
Lesson 1.4 Health Care Trends
Unit 1 Quiz

Learning Outcomes

- Describe the changes that have occurred in medicine and health care from prehistoric times through the twenty-first century. Identify the specific contributions of Hippocrates, Galen, Vesalius, Leeuwenhoek, Jenner, Lannaec, Lister, Harvey, Semmelweis, Nightingale, Pasteur, Mendel, Roentgen, Fleming, Salk, and Barnard.
- Describe health care systems. Apply the input-throughput-output model. Discuss and understand managed care, and give examples of it.
- Describe the associated insurance terms and plans: Medicare, Medicaid, workers' compensation, health insurance plans, TRICARE, and Veterans Administration.
- Identify trends in health care: cost containment, telemedicine, technology, wellness and prevention, alternative medicine, home health care, DRGs, and outpatient surgery.

Unit 2: Health Care Careers

So, you are now enrolled in this Preparing for Health Occupations course. Why? Perhaps you thought the course looked interesting. Perhaps your parents thought this would be a good idea. Perhaps you are considering a career in health care (nursing or medicine). Did you know that there are many more professions available in health care? Well, whatever the reason you may have chosen to take this course, you will be able to explore more about the health care professions and decide whether or not this truly is an option for you. Once you have explored some health careers, you are ready to search for a job. In this competitive market place, it is important to learn a lot about the job search and ways to help you have an edge when it is time to find a job. There are several things you need to do before you get a job. These include writing a resume, writing a cover letter, finding a job you want to apply for, filling out the job application, interviewing for the position, and following up. This unit will assume that you are interested in applying for a job in the health care professions.

Sections

Introduction
Lesson 2.1 Education
Lesson 2.2 Five Health Care Career Categories
Lesson 2.3 The Ideal Health Care Worker
Lesson 2.4 Explore Health Careers
Lesson 2.5 Job Search Skills
Lesson 2.6 Acing the Interview
Unit 2 Quiz

Learning Outcomes

- List the educational requirements for health care careers.
- Summarize the five categories of health care careers.
- Describe the qualities of a valued health care worker.
- Evaluate tools to help explore health care careers.
- Write a resume and cover letter.
- List and practice questions for a successful interview.

Unit 3: Laws and Ethics

How do we care for patients? There are expected rules that govern our actions and interactions with people. These are the laws. They describe conduct that has been voted upon by a governing body with the expectation that the governed will comply with rules of practice. And then, there are the codes of behavior that are in tune with one's moral fiber—what truly is right and what is wrong. This unit will explore both legal and ethical aspects of medicine. I am sure you will have much to think about as you study this lesson.

Sections

Learning Outcomes

- Contrast law and ethics.
- Differentiate between criminal and civil law.
- Define legal terms.
- Compare the different types of torts.
- Identify the importance and impact of informed consent, HIPAA, confidentiality, Patients' Bill of Rights, and living wills on the current practice of medicine.
- Assess legal and ethical issues.

Unit 4: Medical Terminology

Have you watched medical shows in the media or been to your own health care provider and heard them talking in a language you don't understand? Does it seem as if health professionals have a secret language? Well, the language is not secret, but is one that was derived from the Greek and Latin terms used to build language in ancient times. It is considered to be a universal language—one that does not get corrupted with a lot of slang terms and one that stays constant through the years. This section is designed to help you "speak medical." You will also find that your understanding of the words you read daily will improve as you learn some of these basic terms.

Throughout the next two units, you will be asked to print out some practice exercises. Although these self check assignments will not be submitted for a grade, they are essential in helping you study for the unit quizzes as well as the final exam.

Sections

Introduction
Lesson 4.1 Medical Terminology
Lesson 4.2 Medical Abbreviations
Lesson 4.3 Directional Terms
Lesson 4.4 The Body in Medical Terms
Lesson 4.5 Health Care Charts
Unit 4 Quiz

Learning Outcomes

- Use basic medical terms to define and create medical words.
- Define and apply common medical abbreviations in case studies.
- Define directional terms.
- Apply medical terms to body structures.
- Apply basic charting skills and principles.

Unit 5: Body Systems

The body is an amazing machine. The heart pumps the equivalent of hundreds of gallons of blood every day. The lungs process hundreds of cubic feet of air every day. Each one of the systems in our body works together to keep us well, fix health problems, and heal damaged tissues. In this unit we'll study some of the main tissues and organs and their organization as body systems.

Sections

Introduction
Lesson 5.1 Organization of the Body
Lesson 5.2 Body Tissues
Lesson 5.3 Organs by Cavities
Lesson 5.4 Blood and the Body
Unit 5 Quiz

Learning Outcomes

- Describe the six levels of organization: chemical, cellular, tissue, organ, organ system, organism.
- Identify the four basic body tissues: epithelial, connective, muscular, nervous.
- Identify what specific organs are contained in the following body cavities: cranial, spinal, thoracic, abdominal, pelvic.
- Identify the basic structures and functions of the blood and each of the body systems: integumentary, skeletal, muscular, nervous, endocrine, blood, respiratory, cardiovascular, lymphatic/immune, digestive, urinary and reproductive.

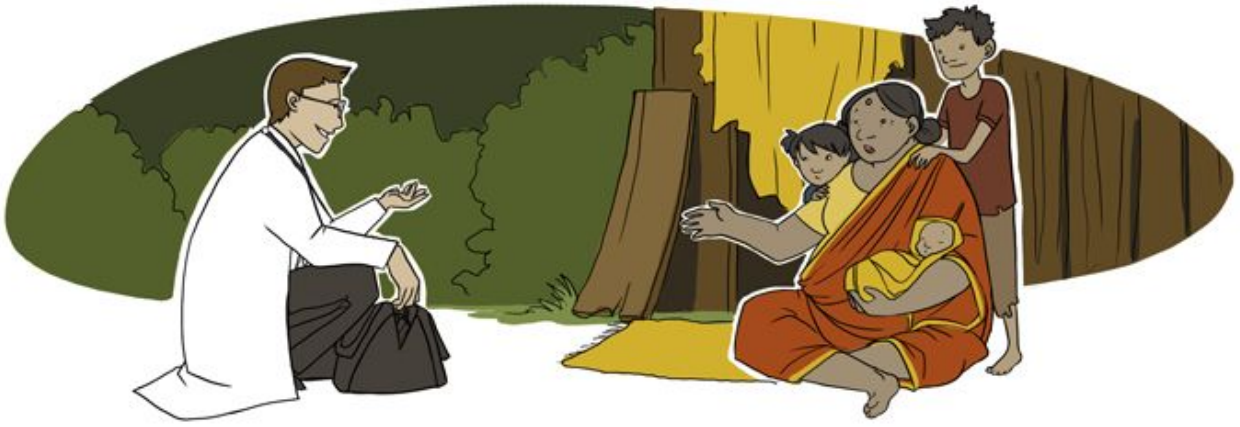
Unit 6: People and Culture

As a health care worker, you will be taking care of many different people and their families throughout various stages of their lives. You will also be working with them at times they probably aren't feeling their best and may be difficult to work with. Having an understanding of their life stage and diverse background may help you to be more sensitive in meeting their needs.

Sections

Learning Outcomes

- Describe the characteristics of the life stages of human development.
- Describe the emotional stages associated with death and dying.
- Gain an appreciation for the diversity of people.
- Describe the rewards and challenges of an aging population.
- Describe elements of effective communication and the sender-message-receiver model of communication and elements that can affect it. Differentiate between verbal and nonverbal communication.



Unit 7: Infection Control and Medical Emergencies

Look around your home and your neighborhood. Notice how clean everything is. Think about the last time you or a family member became ill. What did you (they) do? Did you see a doctor? How long until you recovered? Can you imagine a time when epidemics of plague, measles, smallpox, diphtheria, and others moved throughout the population killing many in its wake? Can you imagine a time when infections, diseases, and death were a daily and commonplace experience or a time when even good sewage and hygiene practices were non-existent? Throughout the ages, scientists, doctors, nurses and others have been interested in finding out how people get sick, why and how they get better, and why some people never get sick in the first place. This section will explore infection control, as well as how to treat some medical emergencies.

Sections

Introduction
Lesson 7.1 Asepsis
Lesson 7.2 Universal Precautions
Lesson 7.3 Emergency Response
Lesson 7.4 What To Do If a Child Needs CPR
Lesson 7.5 What To Do If an Infant Needs CPR
Lesson 7.6 External Bleeding
Unit 7 Quiz

Learning Outcomes

- Describe the history and principles of asepsis.
- Describe the Universal (Standard) Precautions.
- Describe how to respond to basic emergencies.

Unit 8: General Principles of Nutrition

Does it seem strange that this course would include a unit on nutrition? Maybe, but not when you consider the number of nutritionally related diseases that afflict the American population on a daily basis: heart attacks, coronary artery disease, stroke, cancer, obesity, and diabetes mellitus (the official name of diabetes). In this unit, you will learn the basic principles of nutrition to help you make sound choices with food that will help set an example for other people to follow.

Sections

Learning Outcomes

- List the types, functions, food sources, and recommended amounts from the Food Guide Pyramid for carbohydrates.
- List the types, functions, food sources, and recommended amounts from the Food Guide Pyramid for fats.
- List the types, functions, food sources, and recommended amounts from the Food Guide Pyramid for proteins.
- Identify the selected major minerals (calcium, sodium, potassium) and the trace minerals (iodine, iron, zinc) in the body in terms of functions and food sources.
- Identify the fat-soluble vitamins (A, D, E, K) and the water-soluble vitamins (B, C) in terms of functions and food sources.
- Identify the role of water in the body and the recommended amounts.
- Describe the Food Guide Pyramid and its role in meal planning.