SECTION I

SUBJECT AREA AND COURSE NUMBER

HLTH 609

COURSE TITLE

HEALTHCARE CAREERS

TYPE COURSE

NON FEE   VOCATIONAL

CATALOG COURSE DESCRIPTION

This course provides an overview of the healthcare industry, career opportunities and the basic knowledge required for entry level positions in the healthcare profession. Topics include: business aspects of healthcare, delivery systems, services and specialties, regulations and mandates, workplace communication, safety issues, introduction to medical terminology, common diseases, legal and ethical issues, professional conduct, career pathways, and employment readiness.   (FT)

LECTURE/LABORATORY HOURS

    100

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

A 9th grade reading and writing level, ability to communicate effectively in the English language and a working knowledge of basic math, computers and the internet.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
    SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
    SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
   SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
   SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

1. Provide a synopsis of the structure, organization, medical reimbursement system, ancillary services and specialties of the healthcare industry in the United States, including federal medical assistance programs.
2. Introduce a variety of health careers, job responsibilities, compensation, work environment, educational requirements and career pathways.
3. Provide instruction of basic human anatomy and physiology, common diseases, treatments, prevention, diagnostic tests, and an introduction to medical terminology.
4. Introduce healthcare mandates and critical issues such as infection control, patient safety, Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA) regulations.
5. Enhance workplace soft skills, including communication, ethics and professional conduct.

COURSE OBJECTIVES

Upon successful completion of the course the student will be able to:

1. Describe and compare the different healthcare delivery systems.
2. Explain and compare the financial aspects of health care, including private insurance, Medicare, Medi-Cal, health care reform legislation and identify the role that cost effective practices play.
3. Identify and explain legal and ethical issues in healthcare, including state and federal regulations.
4. Demonstrate knowledge of commonly used medical terminology and abbreviations.
5. Describe common diseases, prevention, diagnostic procedures, treatments and healthcare practitioner's roles.
6. Identify safety issues and explain preventative practices for healthcare workers and patients, including national patient safety goals and OSHA regulations.
7. Demonstrate communication in the workplace using various strategies.
8. Describe and compare the different levels of nursing and allied health careers, educational requirements, job descriptions, work environments, and compensation.

SECTION II

COURSE CONTENT AND SCOPE

1. The Business of Healthcare
    1.1. History
    1.2. Healthcare delivery systems
        1.2.1. Acute care hospitals
        1.2.2. Rehabilitation facilities
        1.2.3. Skilled nursing facilities
        1.2.4. Adult health day care centers
        1.2.5. Home health/hospice
        1.2.6. Medical offices/clinics/urgent care
        1.2.7. Public health clinics
        1.2.8. Mental health facilities
        1.2.9. Industrial healthcare
        1.2.10. School healthcare
        1.2.11. Dental healthcare
        1.2.12. Optical healthcare
        1.2.13. Laboratories; pathology, optical, dental
    1.3. Services and specialties
        1.3.1. Wellness centers/preventive health
        1.3.2. Complementary and alternative health
        1.3.3. Telemedicine
        1.3.4. Geriatric services
        1.3.5. Genetic counseling
    1.4. Government health agencies
        1.4.1. World Health Organization
        1.4.2. Department of Health and Human Services
        1.4.3. National Institute of Health
        1.4.4. Centers for Disease Control
        1.4.5. Food and Drug Administration
        1.4.6. Agency for Health Care Policy and Research
        1.4.7. Occupational Safety and Health Administration (OSHA)
    1.5. Reimbursement systems
        1.5.1. Medicare
        1.5.2. Medi-Cal
        1.5.3. Private insurance
        1.5.4. Tri-care
        1.5.5. Veterans administration
        1.5.6. Health care reforms
    1.6. Cost containment
2. Careers in Nursing
    2.1. Job descriptions
    2.2. Responsibilities
    2.3. Educational requirements
    2.4. Health care environment
    2.5. Work schedules
    2.6. Wages

COURSE CONTENT AND SCOPE (CONTINUED)

- 2.7. Career pathways
    - 2.7.1. Personal and Home Care Aide
    - 2.7.2. Certified Nurse Assistant
        - 2.7.2.1. Restorative Nurse Assistant
        - 2.7.2.2. Acute Care Nurse Assistant
    - 2.7.3. Licensed vocational nurse
    - 2.7.4. Registered Nurse
        - 2.7.4.1. Associate degree
        - 2.7.4.2. Bachelor's degree
    - 2.7.5. Graduate prepared registered nurses
3. Allied Health Careers
    - 3.1. Job description
    - 3.2. Responsibilities
    - 3.3. Educational requirements
    - 3.4. Health care environment
    - 3.5. Work schedules
    - 3.6. Wages
    - 3.7. Career pathways
        - 3.7.1. Anesthesiology technician
        - 3.7.2. Cardiovascular technician
        - 3.7.3. Dental assistant
        - 3.7.4. Laboratory technician
        - 3.7.5. Dental hygienist
        - 3.7.6. Dietitians/dietetic technician
        - 3.7.7. Nutritionist
        - 3.7.8. Electrocardiogram (EKG) technician
        - 3.7.9. Electroencephalographic (EEG) technician
        - 3.7.10. Emergency medical technician and paramedic
        - 3.7.11. Health Information Systems
            - 3.7.11.1. Billing and coding
            - 3.7.11.2. Medical records
            - 3.7.11.3. Transcriptionist
        - 3.7.12. Hemodialysis technician
        - 3.7.13. Medical assistant
            - 3.7.13.1. Front office/administrative
            - 3.7.13.2. Back office/clinic
        - 3.7.14. Medical/unit secretary
        - 3.7.15. Medical laboratory technician
        - 3.7.16. Occupational therapy
            - 3.7.16.1. Occupational therapy aide
        - 3.7.17. Optometry technician
        - 3.7.18. Pharmacy technician
        - 3.7.19. Phlebotomist
        - 3.7.20. Physical Therapist
            - 3.7.20.1. Physical therapist aide
        - 3.7.21. Physician assistant
        - 3.7.22. Psychiatric technician

COURSE CONTENT AND SCOPE (CONTINUED)

        3.7.23. Radiology/imaging services
            3.7.23.1. Radiological technician
            3.7.23.2. Sonographer
            3.7.23.3. Nuclear medicine
            3.7.23.4. Radiation therapist
        3.7.24. Respiratory therapist
        3.7.25. Speech/language therapist
            3.7.25.1. Speech/language aide
        3.7.26. Surgical technologist
        3.7.27. Therapeutic service careers
        3.7.28. Diagnostic service careers
        3.7.29. Health informatics
        3.7.30. Support services
        3.7.31. Biotechnology

4. Communication
    4.1. Components
    4.2. Verbal versus non-verbal
    4.3. Barriers
    4.4. Cultural competence
    4.5. Reporting information
    4.6. Documentation
    4.7. Team building/group processes
    4.8. Problem solving/continuous quality improvement
    4.9. Chain of command

5. Computer Use in Healthcare
    5.1. Basic computer skills needed
    5.2. Computer based specialties in healthcare

6. Math Use in Healthcare
    6.1. Basic math review

7. Legal and Ethical Issues
    7.1. Legal responsibilities
        7.1.1. Patient/resident bill of rights
        7.1.2. HIPAA regulations
        7.1.3. Contracts
        7.1.4. Advance directives
        7.1.5. Scope of practice
        7.1.6. Standard of care
    7.2. Ethical issues

8. Introduction to Medical Terminology
    8.1. Prefixes and suffixes
    8.2. Root words
    8.3. Abbreviations
    8.4. Military time

9. Overview of Anatomy and Physiology and Common Pathology
    9.1. Cells to organs
    9.2. Body systems
        9.2.1. Diagnosis

COURSE CONTENT AND SCOPE (CONTINUED)

      9.2.2. Prevention
      9.2.3. Treatment
      9.2.4. Healthcare practitioners
           9.2.4.1. Integumentary diseases
           9.2.4.2. Skeletal diseases
           9.2.4.3. Muscular diseases
           9.2.4.4. Nervous/sense diseases
           9.2.4.5. Circulatory diseases
           9.2.4.6. Lymphatic/immune system diseases
           9.2.4.7. Respiratory diseases
           9.2.4.8. Digestive diseases
           9.2.4.9. Urinary diseases
           9.2.4.10. Endocrine diseases
           9.2.4.11. Reproductive diseases

10. Nutrition and Therapeutic Diets in Healthcare
    10.1. Fundamentals of nutrition
    10.2. Therapeutic diets
11. Safety in Healthcare
    11.1. Body mechanics
    11.2. OSHA
    11.3. Patient safety
    11.4. Healthcare worker safety
    11.5. Emergency protocols
    11.6. Infection control
        11.6.1. Microorganisms
        11.6.2. Chain of infection
        11.6.3. Standard precautions
        11.6.4. Transmission-based precautions
12. Employment and Career Development
    12.1. Career exploration and comparisons
    12.2. Career planning
    12.3. Job search and retention strategies
    12.4. Resume/interview skills
    12.5. Lifelong learning

APPROPRIATE READINGS

Reading assignments may include, but are not limited to, internet sources related to health care and career services. Examples of internet sites are:

1. National Institute of Health Medline Plus
2. Centers for Disease Control
3. Occupational Safety and Health Administration
4. California Community Colleges Statewide Health Occupations Directory
5. California Department of Public Health
6. San Diego Continuing Education Career Development Services

WRITING ASSIGNMENTS

Writing assignments are required and may include:

1. Topic papers related to the healthcare field.
2. Written examples of documentation in the healthcare.
3. Written summaries of reading materials in healthcare.
4. Research projects reflecting healthcare career plan and pathway.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, the following:

1. Independent research on developments in the healthcare field.
2. Summarize the components of an individual's health insurance benefits.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, the following:

1. Research health careers of interest and perform a comparative analysis including work environment, job responsibilities, compensation, education requirements.
2. Demonstrate appropriate response to situations in case scenarios.

EVALUATION

The student's grade will be based on multiple measures of performance related to the course objectives. The evaluation will assess the development of independent critical thinking skills and may include, but are not limited to, evaluation of the student's ability to:

1. Analyze benefits of a medical insurance plan.
2. Contribute to class discussions and group case studies.
3. Deliver an oral presentation using medical terminology.
4. Research, compare and contrast a variety of health careers.
5. Create a education plan for a health occupation.
6. Create a resume.
7. Successfully pass written examinations.
8. Maintain attendance per current policy.

Upon successful completion of each course a Certificate of Course Completion will be issued. Upon successful completion of both courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Instruction may include, but is not limited to, lecture, laboratory, research projects, group discussions, peer instruction, demonstrations, case scenarios, speakers and field trips.

This course, or sections of this course, may be offered through distance education.

TEXTS AND SUPPLIES

Introduction to Health Science Technology, Simmers, Louise, Clifton Park: Delmar Cengage Learning, current edition.

PREPARED BY: Kathy Campbell, RN, PHN   DATE: March 6, 2013

REVISED BY: Kathy Campbell, RN, PHN   DATE: February 6, 2019

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog