

### **Healthcare Foundations**

**Instructor: Mrs. Kendra Skief 2018-2019**

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**Room Number: T-2**

**Office Hours: Monday – Friday 2:30 – 4:00**

Welcome to the Healthcare Foundations program and your first step into the wonderful world of healthcare!

### **Course Objective**

This course is designed to introduce students to the home health aide profession and prepare you for the required exams.

Over the duration of this course, we will explore the role of the home health aide, how the body works, learn about medical terminology, and how to care for people with medical conditions and disabilities. They will learn in the traditional classroom as well as hands-on lab situations.

### **Course Description**

This course covers a broad range of topics, including, examining physical and emotional needs of patients. Students will learn about abuse and neglect and the direct legal and ethical ramifications. They will learn proper documentation skills as well as learning how to relay this through appropriate communication and cultural competency. Also, topics such as recognizing depression, dealing with Dementia and Alzheimer's, infection control, and emergency procedures. They will acquire skills in nutrition needs and food handling techniques, as well as using proper body mechanics when lifting and transferring patients. You will learn to assist individuals with grief and the end-of-life process.

### **Required Materials**

Flash drive

Pens and pencils

Wrist watch (**Analog** with a second hand, very **plain** with large numbers 1-12)

### **Uniform Policy**

To prepare students for work in the medical field, they will be expected to begin wearing the **school provided** medical scrubs once they are given to them.

**Grades, Testing, Absences and Late Work**

Since it is important for healthcare professionals to work as a team, grades will be based on both individual and group work. There will be projects and presentations to the class, as well as written homework and tests. Quizzes may be announced or unannounced (Pop quizzes).

**Grading:**

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

60 - 00% = F

**Grading Criteria:**

Homework 25%

Skills/Labs and Presentations 30%

Quizzes 20%

Final Exam 25%

**Attendance**

All assignments are due on the specific date and time requested by the instructor.

Students with an **excused** absence on the day of the assignment, are responsible for requesting required assignments from the instructor prior to or after an **excused** absence.

Students' will have the amount of days absent plus one day to turn in missed assignments. If the assignment is turned in within this time frame, it will be considered as turned in "on time" and will be given a grade book score.

Students with missing assignments will be given a "zero" for that assignment. If an absence is not excused by 4:00 PM on the day of your absence, you will not be allowed to make up the assignment, even if the absence is excused at a later date.

**This is to follow industry standard of no call/no show.**

**Student Conduct**

Healthcare professionals are held to a high standard of conduct in our society. In order to prepare the student to enter the workforce, many of these standards will be adhered o in class. Students will be expected to keep personal information about others confidential. They will be expected to be good listeners, to be gentle, and polite when giving care, to speak respectfully, to think of others before themselves. They will be expected to work hard and use class time efficiently, to maintain ethical integrity in completing assignments and tests, to work with each and every other student in a professional manner and to always believe the best in themselves.

It is expected that students' will treat each other and all Pueblo staff and the school with respect and consideration in both their physical and verbal communications.

**Computer – Use Policies**

Students will sign out a computer every day at the beginning of class and will sign it back in at the end of that class. It is the student's responsibility to ensure that the computer is in good working condition (no damage) before signing it out. Once the student signs out the device, it becomes their responsibility.

**Cell Phone Policy**

Cell phones are **not** permitted in this class. Period. If the student is chooses to use their cell phone during class, the phone will be in the student's designated cupboard and will not be returned until the end of class that day. Second cell phone confiscating will warrant parental contact.

By signing below, you acknowledge your understanding of the above guidelines and grant your permission for your student to participate in the described casework and computer usage policy in Healthcare Foundations.

Parent/Guardian (please print clearly) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_