

Course Syllabus

COURSE: HPRS1201.151 Introduction to Health Professions
 SEMESTER: Spring 2023 (January - May 16 weeks)
 CLASS TIMES: Online (Lecture only course; no lab)
 INSTRUCTOR: Zach Pauda CST, AAS
 OFFICE: RC509
 OFFICE HOURS: By appointment only
 OFFICE PHONE: 806-716-4646
 E-MAIL: zpauda@southplainscollege.edu
 PROGRAM FACEBOOK: <https://www.facebook.com/SPCSurgicalTechnology>

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

“South Plains College improves each student’s life.”

- Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. **Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19.** Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.*

GENERAL COURSE INFORMATION

COURSE DESCRIPTION

This course is a transition into a career in health care. This course includes professional readiness for employment, attaining certification, and maintaining certification status.

STUDENT LEARNING OUTCOMES

Students will:
1. Describe each behavior as it relates to the role of the surgical team member: F-6, F-9, C-5, C-15
2. Analyze activities that reflect positive examples of each behavior: F-13, F-15, F-16, F-17, C-9, C-14
3. Integrate ethical behaviors into professional practice: C-9, C-11, C-14
4. Assess current trends and employment opportunities for the surgical technologist: F-1, F-8, F-9, C-16
5. Develop a professional resume and cover letter: F-2, F-14, C-8, C-18

COURSE OBJECTIVES

The Cognitive Domain Objectives:

- Define scope of practice
- Identify need for HIPAA

- Recognize components of a professional resume
- Certification exam review
- Define employability
- Define autonomy
- List different leadership styles
- Differentiate between assertive and cooperative behavior

The Psychomotor Domain Objectives:

- Write a resume and cover letter
- Fill out a job application
- Participate in teamwork exercises
- Apply critical thinking to clinical roles
- Apply leadership qualities to daily life
- Certification exam review
- Apply HIPAA guidelines to the role of the surgical technologist
- Explain commitment, self-direction and work ethic
- Evaluate different conflict management techniques

The Affective Domain Objectives:

- Discuss positive qualities of a health care professional
- Discuss ways to advance the profession of sterile professiona
- Discuss the skills needed during a job interview
- Discuss the transition from student to surgical technologist
- Discuss the role of the sterile processing in the OR
- Evaluate related career opportunities
- Describe affective behaviors and leadership skills
- Certification exam review

OUTCOMES ASSESSMENT METHODS

Assessment methods for this course are both formative and summative.

Formative assessments include:

- discussions
- homework
- exams
- Online projects

Summative assessment includes:

- student developed portfolios

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

User ID and Password

Under no circumstances are you allowed to give your User ID and/or password to anyone. If someone, besides you, is logging into this course, I will drop you immediately with an 'F', regardless of the reason. If you are taking this course along with a roommate, spouse, or significant other, you need to let me know immediately. Failure to do so could result in your being dropped from this course with an 'F'.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. SCANS and Foundation Skills attached

SPECIFIC COURSE INFORMATION

Book: Instructor will provide all resource materials.

METHODS OF TEACHING:

- Lecture
- PowerPoint Presentations
- Question/discussion
- Review
- Examinations
- Projects

ATTENDANCE POLICY (*READ CAREFULLY)

Even though this is an online class, students still have to access the course on a regular basis. The WebCT/Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course and number of messages sent and opened. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. If you fail to log into the course on a regular basis, I will drop you from the course. I will alert you to this problem as necessary. The minimum requirements to be successful in this course are at least TWO (2) days per week. THIS IS A MINIMUM. Since this is an online course your attendance is measured by logins.

A STUDENT IS RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL, if that becomes necessary. If a student is administratively withdrawn from the class, the grade appearing on the transcript will be a 'F'. Administrative withdrawal may occur if the student has not logged into the course over a four (4) day period, consistently fails to meet deadlines, or if the student fails to log into the course two times a week. I also reserve the right to determine excessive absences based on your progress throughout the course. IF YOU FAIL TO COMPLETE YOUR WORK I WILL DROP YOU WITH A "F".

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, and exams that are missed may not be made up. See the instructor for more specific information.

A STUDENT IS RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL, if that becomes necessary. If a student is administratively withdrawn from the class, the grade appearing on the transcript will be, at my discretion, an 'X' or 'F'. Administrative withdrawal may occur if the student has excessive absences.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their user name and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.

EXAMS

Exams will be online via blackboard.

Proctorio:

All exams will be proctored via Proctorio. Proctorio requires an extension download and webcam. This program will lock down the computer as well as record the student when taking the exam. Proctorio will monitor movements and flag them for the instructor to review, if necessary. You can download the extension for your browser via the link below.

<https://proctorio.com/support/setup>

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Students are allocated a set amount of prints per semester/ per class if printing is needed.

There are computer labs available for student use on our Levelland, Lubbock –Byron Martin Center, Downtown, and Reese Center campuses.

GRADING POLICY

Grades in this course will be determined using the following criteria:

The course grade will be determined by a combination of major exams, discussions, homework and a comprehensive final exam. Exam dates will be announced. The following are guidelines regarding exams and assignments:

1. The student is expected to complete the exam at the scheduled time.
2. **NO LATE ASSIGNMENT WILL BE ACCEPTED!!**
3. Weekly assignments are due Sunday nights at 11:59pm
4. All course work will be open at the beginning of the week on Monday.

Homework	20%
Quiz/Exams	30%
Participation/Discussion	30%
Resume/Cover letter	<u>20%</u>
	100%

<i>Grading Scale</i>	90 – 100 = A
	80 – 89 = B
	75 – 79 = C
	<i>Below 75 is failing</i>

A final grade average of C (75) must be maintained in all Sterile processing classes. You must pass all courses to proceed to the next semester.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems.
- Please do NOT send messages via blackboard. Please send messages with questions or concerns to my SPC email address zpauda@southplainscollege.edu

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

Dropping a class

Students should submit a [Student Initiated Drop Form](#) online.

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

Schedule Change (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

ACCOMMODATIONS

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

DISABILITIES STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

4.1.1.3 Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

4.1.1.4 Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

4.1.1.5 - Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works With Others

C-9 Participates as members of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer’s expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

SYSTEMS–Understands Complex Interrelationships

C-15 Understands Systems–knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance–distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems–suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY–Works with a Variety of Technologies

C-18 Selects Technology–chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task–understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment–prevents, identifies, or solves problems with equipment, including computers and other technologies

COURSE CONTENT OUTLINE

Course Outline is subject to change by instructor.

Weekly Assignments	Chapters
WEEK 1 Tuesday: 1/17	Syllabus:

Coursework Opens Sunday: 1/22 Coursework DUE by 11:59 pm	HPRS 1201 DUE SUNDAY @ 11:59 SYLLABUS ACKNOWLEDGEMENT
WEEK 2 Monday: 1/23 Coursework Opens Sunday: 1/29 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Entering the Healthcare Profession DUE SUNDAY @ 11:59 pm: Why Healthcare? Discussion
WEEK 3 Monday: 1/30 Coursework Opens Sunday: 2/5 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Role in the Hospital Setting DUE SUNDAY @ 11:59 pm: How can you enhance the field? Discussion
WEEK 4 Monday: 2/6 Coursework Opens Sunday: 2/12 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Ethics and Attitudes DUE SUNDAY @ 11:59 pm: Ethics Music Assignment
WEEK 5 Monday: 2/13 Coursework Opens Sunday: 2/19 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Ethics and Attitudes DUE SUNDAY @ 11:59 pm: EXAM 1
WEEK 6 Monday: 2/20 Coursework Opens Sunday: 2/26 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Stress Management DUE SUNDAY @ 11:59 pm: Stress Management Discussion
WEEK 7 Monday: 2/27 Coursework Opens Sunday: 3/5 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Communication DUE SUNDAY @ 11:59 pm: Getting To Know Each other Discussion
WEEK 8 Monday: 3/6 Coursework Opens Sunday: 3/12 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Communication DUE SUNDAY @ 11:59 pm: Communication Observation Assignment
Monday: 3/13 Sunday: 3/19	SPRING BREAK!

WEEK 9 Monday: 3/20 Coursework Opens Sunday: 3/26 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Communication DUE SUNDAY @ 11:59 pm: EXAM 2
WEEK 10 Monday: 3/27 Coursework Opens Sunday: 4/2 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Goals and Time Management DUE SUNDAY @ 11:59 pm: Discussion
WEEK 11 Monday: 4/3 Coursework Opens Sunday: 4/9 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> HIPAA DUE SUNDAY @ 11:59 pm: HIPAA Video
WEEK 12 Monday: 4/10 Coursework Opens Sunday: 4/16 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Personal and Professional Development DUE SUNDAY @ 11:59 pm: EXAM 3
WEEK 13 Monday: 4/17 Coursework Opens Sunday: 4/23 Coursework DUE by 11:59 pm	<i>PowerPoint Presentation</i> Resume
WEEK 14 Monday: 4/24 Coursework Opens Sunday: 4/30 Coursework DUE by 11:59 pm	<i>PowerPoint Presentations</i> Resume DUE SUNDAY @ 11:59 pm: Resume Project
WEEK 15 / WEEK 16 Monday: 5/1 Coursework Opens Sunday : 5/7 Coursework DUE by 11:59pm	Comprehensive FINAL

****Weekly assignments are subject to change, thanks in advance**



HPRS1201.151 Introduction to Health Professions

By signing and initialing below I affirm that I have received a copy or shown the online location of the following documents and furthermore acknowledge that I am solely responsible for the content of each.

____ Syllabus HPRS1201

____ SPC SPT Program Handbook

____ South Plains College Grievance Policy

____ South Plains College GRADE AND ACADEMIC DISCIPLINE APPEALS

Signature

Date

