



**Course Name:** Investigations in Health Careers

**Course number:** HLT\*103

**Credits:** 3

**Catalog Description:** This course is designed to assist traditional and non traditional first year college students to meet the expectations of a curriculum and a career in health related fields. The student will become familiar with the rigors of higher education and the specific skills needed to maximize the student's opportunity for academic and clinical success. The course will include a comprehensive overview of the duties and responsibilities associated with clinical competency. Interdisciplinary learning strategies, correlating clinical and didactic education, life management skills, work ethics, and critical thinking skills necessary for all health providers will be emphasized.

**Prerequisites:** none

**Parallels:** ENG\* 101, College level math

**Course Objectives:**

- Demonstrate personal and professional organizational skills
- Identify and evaluate personal learning strategies
- Identify and/or describe at least five health career professions
- Identify the physical requirements applicable to clinical training
- Research and explore various health career choices via online/library research
- List and define the basics of medical terminology
- Evaluate the medical risks associated with clinical training
- Demonstrate clinical thinking through problem solving and role play
- Demonstrate interpersonal skills as they relate to the classroom and clinic

**COURSE CONTENT:**

Coursework will include a segment on study skills, library and research component, E-Portfolio, Job Shadowing, Clinical Classroom visits, and a discussion of a wide range of health care professions. Upon Completion of the course the student will be able to:

1. Careers in Health Care

- List at least ten allied health professions
- Describe the differences between certification and licensure
- Demonstrate how to locate information on health professions online
- Explain the physical and cognitive requirements of health care workers



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## 2. Research & Library

Explain how to utilize the primary library resources

Demonstrate an online search

Explain how to utilize the state interlibrary loan system

Demonstrate research methodology and proper documentation of a research paper using the APA/ MLA process

## 3. Medical- Legal Responsibilities, Ethics and Confidentiality

Describe the general requirements of HIPPA in terms of confidentiality of medical records

Locate the requirements of HIPPA using the Internet

Explain the primary reasons for ensuring patient confidentiality

Demonstrate how to locate professional – legal responsibilities in health care professions

Define and explain the concept of ethical behavior

## 4. Precautions and Safety

Describe standard precautions

Recognize and identify the medical risk factors in the medical environment.

## 5. Introduction Overview Study Skills, Time Management, Test Taking Strategies

Describe strategies for taking a multiple choice test

Describe strategies for preparing for a test

Describe strategies for managing study time, Time Life Management

Complete a learning style inventory

## 6. Medical Terminology/The Body Systems

List and describe the major body systems

List at least ten terms that describe positions or locations upon the human body

List at least thirty prefixes or suffixes that are commonly used in medical terminology

## 7. Interpersonal and Professional Communication Skills

1. Demonstrate client/patient service skills through role playing

2. Describe team building strategies

3. Discuss conflict resolution.

## 8. Cultural Diversity Issues in Health Care - Age, Gender, Cultural, Socio-Economic, Religious and Sexual Orientation

Explain how cultural diversity impacts health care

Explain how limited access or unavailability of health care affects the medically underserved populations



#### 9. Medical Record Documentation Management

Explain what is important to record in a medical record

List at least ten things that must be in a medical record

Explain the elements of medical record retention requirements

Discuss the legal ramifications behind documentation

#### 10. Contemporary Issues in Health Care

List at least three contemporary issues that are having or will have an effect on the way healthcare is provided in the future

Explain what changes could be made to provide equal access to quality healthcare for all

Discuss the impact of health insurance on the delivery of health care