



## Washburn University Institute of Technology

### Health Care Technology Certificate Program

**Instructor-** Ronda Haverkamp,RN ronda.haverkamp@washburn.edu

**Personal cell phone-** You can text me 24/7 at 785-633-6971, though I might not immediately respond. This is ONLY for emergencies, or to alert me you will not be in class or might be late and why. Any other correspondence needs to be through email or my office phone 785-670-3482. My office is located in the classroom. I will be available after class for 30 minutes and by appointment. Remember: I cannot speak to your parents. If they have questions, they may contact Students Services.

**PROGRAM DESCRIPTION-** Career opportunities in Healthcare continue to expand beyond traditional

Career choices. The goal of this course is to educate high school students considering careers in healthcare on the wide variety of career options, jobs, and required training and education. Exploration of health careers is based on a body system approach. These careers will be studied utilizing basic disease/illness and wellness/prevention concepts, associated types of patient/disease processes, and the effects of wellness on these processes.

In addition to this, students have the opportunity to obtain certifications in Nurse Aide, Home Health Aide, OSHA, and Bring Your "A" Game.

**ASSESSMENT PLAN-**Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

#### **Student Learning Objectives:**

1. The student will investigate health related careers based on a body system and related disease approach.
2. The student will understand the importance of responsibility and professionalism and be able to demonstrate these traits.
3. The student will understand the importance of wellness practices and that there are many paths to reach these goals successfully.
4. The student will be knowledgeable of safety principles while performing all required skills in the program and the workplace.
5. Competencies will be assessed during online, class, lab and clinical portions following the State of Kansas 90 hour Nurse Aide Curriculum.

## **Student Competencies:**

Student who successfully complete the course will be able to:

1. The student will identify various health related careers available in the healthcare field and the needed education and technology for procurement of employment.
2. The student will have a basic knowledge of ailments associated with the different body systems and how to improve these through positive lifestyle changes.
3. Identify and demonstrate legal, professional, and ethical factors in healthcare occupations.
4. The student will understand the importance of responsibility and professionalism and be able to demonstrate these traits in the classroom, lab and clinical settings.
5. The student will have success with the hands on clinical skills needed for an entry level position in healthcare.
6. The student will successfully comprehend the importance of workplace safety in any workplace setting, and be able to verbalize and demonstrate these traits.
7. The student will have a basic knowledge of medical terminology.

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Required</b>
HCT108	Health Occupations I	4	Yes
MOS150	Medical Terminology	1	Yes
IND105	OSHA-10 Hour General Industry	1	Yes
HCT128	Nurse Aide	5	Yes
HCT138	Home Health Aide	2	Yes

### **COURSES ENCOMPASSING HEALTHCARE TECHNOLOGY- All Modules must be completed to obtain high school credit and Washburn Tech certificate.**

**HCT108 Health Occupations I (4 credits)** Exploration of health careers based on a body system approach. Students will learn about a wide variety of careers in allied health fields, job settings, and required training/education. These careers will be studied utilizing basic disease/illness and wellness/prevention concepts, associated types of patient/disease processes, and the effects of wellness on these processes.

**MOS150 Medical Terminology (1 credit)** This course introduces medical terminology and medical abbreviations used in a nursing care setting.

**IND103 OSHA-10 Hour General Industry Certificate (1 credit)** This course will enable the student to: Explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

**HCT128 Nurse Aide (5 credits)** The nurse aide course is designed for the person seeking employment as an entry level healthcare worker under the direct supervision of a licensed practical nurse or registered nurse. The course provides the foundation for further education as a Home Health Aide, Medication Aide, Practical Nurse or Surgical Technician. Nursing aides may be employed by long term care facilities, hospitals, doctor's offices or other healthcare areas. The course introduces the student to basic concepts of aging as well as basic nursing skills related to the care of the elderly. Student participation and hands-on experience in a clinical setting is an integral part of the course. Upon successful completion of the course, students are eligible to take the Kansas Dept. of Aging and Disability Services Kansas Nurse Aide certification testing.

**HCT138 Home Health Aide (2 credits)** Home health aide course is an extension of the nursing assistant training. It is a didactic model that addresses the transition of skills from an institutional environment to the home setting. The course consists of nine modules, 20 hours classroom instruction including use of state curriculum, lectures, videos and discussion. Students may participate following successful completion of the nursing assistant curriculum. A student must successfully pass the state CNA exam to be eligible to test for HHA.

**ADA Notification Statement and Disability Services:** The Testing/ADA Coordinator office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities **MUST** register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin by contacting the Testing/ADA Coordinator's office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services. Testing/ADA Coordinator coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis. If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

**ADA Coordinator**

**Phone: 785-670-3365**

**Email: [gloria.christian@washburn.edu](mailto:gloria.christian@washburn.edu)**

It is the policy of Washburn Institute of Technology to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin, or sexual orientation/gender identity. Contact Pam Foster, Morgan Hall, Room Washburn University (785-670-1509), and [pam.fosterel@washburn.edu](mailto:pam.fosterel@washburn.edu).

\*\*\*COURSE CALENDAR IS SUBJECT TO CHANGE\*\*\*

**GRADING POLICY**- KDADs regulations state that **attendance for the Nurse Aide curriculum and Home Health Aide curriculum sections must be 100% for any classroom, lab, and clinical components**. Therefore attendance & professionalism is factored into your grade. For CNA/ HHA you must have at least 75% to be eligible to test for your state certification. If you score under the 75% you will not be able to test for your certification and will need to repeat the course if you are still seeking certification. If you do not score 75% or above to take the state certification tests, you may still be able to obtain high school credit for this course. For Health Occupations/ Medical Terminology you are required to have a 70% or better to be considered for certification. OSHA is a Pass/Fail grade and you must successfully complete it to be eligible for graduation. You must have successfully completed all the required courses listed with a 70% or 75% for CNA/HHA above to receive a completion certification for this course from Washburn Tech.

### **Grading Scale**

**100-90=A**

**89-80=B**

**79-70=C**

**69-60=D**

Grades are weighted and the following percentages are how it breaks down:

Participation/Attendance/ Professionalism= 30%; Assignments= 30%; Exams/ Quizzes/ Projects= 40%.

**Textbooks**- Provided materials are the Nurse Aide curriculum and textbooks to be used in class.

**Supplies needed for class**- You will need two 3 ring binders (one 2" and one 2.5"), notebook paper, pens &/or pencils, highlighters, note cards, and uniforms (discussed below).

**Uniforms**- Students are required to purchase the specified uniforms, and they are required to be worn for all of class time and clinical time. The uniforms are black pants and caribbean blue scrub tops. You will need clean/good condition, non-skid tennis shoes of any color. During clinical times, hair must be tied back, and artificial nails gel overlays etc. are not permitted, nails are to be free of any coating, clean, neatly trimmed and filed short. You may wear studded earrings in your lobes, but no hoops or dangling earrings. No rings (only wedding bands), necklaces or bracelets. You may wear a basic watch with a second's hand, no "smart watches" permitted during class, lab or clinical times.

### **EXPECTATIONS IN THE CLASSROOM**

This is a career preparation course. It is the expectation that students arrive on time and in your full uniform. If the classroom door is shut, you are considered late and will lose participation points for that day unless previous arrangements have been made at the discretion of the

instructor. If students high school is out, that does not mean you do not have class here. Washburn Tech has their own schedule. Your attendance is still expected on those days. Transportation may be provided by your school. You will need to see student services or your high school about that information or if you need a school calendar.

### **Attendance Policies:**

**For CNA** portion of course, 100% attendance is required. If any time is missed, **ALL work** must be made up as written below. If **9 hours are missed**, you will be dismissed from the CNA portion of the program and will not be able to sit for the State exam, no exceptions. The classroom grade will be considered 'Incomplete'.

**For HHA**, If more than **2 hours are missed**, you will be dismissed from the program, nor will you be able to sit for the HHA State exam.

**For Medical Terminology and Health Occupations:** excessive absenteeism will be turned over to the Student Service's/Dean's Office for resolution. All work assigned to the class will continue to be required to be made up as per the below missing assignment policy.

**Missed Assignment Policies:** Missed assignments, tests, and lab hours **MUST** be made up within five (5) school days. A grade of "0" will be received after 5 days. It is **the student's responsibility** to get missed assignments and material from the instructor. Students can obtain notes from fellow students, however worksheets and other class assignments must be obtained from the instructor. Make up tests, or lab time will need to be scheduled ***outside of class time, usually during posted office hours***, unless otherwise arranged with the instructor.

No Electronic communication devices (ECD) are allowed in class, except at the discretion of the instructor. ECD need to be on silent (no vibration) or off and stored in your bag. Any students with a visible ECD, you will lose points for that day. The instructor reserves the right to collect all ECD at the beginning of class and return them at the end of class if issues arise.

Smoking is **NOT** allowed on campus or at clinical sites, and doing so may result in dismissal from the course. No weapons of any kind are allowed on campus or clinical sites, and doing so may result in dismissal from the course.

Breaks are given at the discretion of the instructor. No food is allowed in the classroom, except at instructor discretion. Drinks are allowed in a no leak lidded container during class.

ECD, food and drinks are not permitted in the lab or clinical settings. If accommodations are needed, please notify your instructor.

Harassment in any form is not tolerated. See excerpt from Student handbook below.

"Students are expected to conduct themselves in a manner which promotes learning and preserves academic freedom for all. Physically abusing, harassing or intentionally inflicting severe emotional distress upon a member of the University/Washburn Tech community on campus or while engaged

in University/Washburn Tech sponsored activities off campus. All individuals must be allowed to pursue activities at the University free from harassment. Responsibility for maintaining a harassment free campus environment rests with all Employees and Students, and others while on the University campus or involved in University-sponsored activities.”

Plagiarism or cheating are not allowed. Students cheating will receive a zero for that assignment or test and **will not** be able to make it up. All cheating is reported to student services and may result in dismissal from the course.

**Expectations for the lab setting-** Full uniform and professional conduct is expected at all times. **No drinking, eating, or ECD in the lab setting.** Lab hours cannot be missed, as it is regulated by KDADS (CNA).

**Expectations for the clinical setting-** Students are expected to be on time to the facility in uniform, check off list, ink pen and ready to work. Same rules for expectations listed above are abided by at clinical settings. As a reminder 100% attendance for clinical is required by KDADS (CNA) for completion of this program. Extra clinical time is **NOT AVAILABLE**. Students are not allowed to use or assist with mechanical lifts, students may observe use of mechanical lifts only. Students are expected to participate in learning activities during clinical times.

Violations of the student handbook or course policies may result in dismissal from the program. Violations will be reported to student services.

I have read and understand the Health Care Technology Program syllabus.

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Instructor \_\_\_\_\_

