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2024

HPI 101 Introduction to Health Care Professions

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LEHMAN COLLEGE

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LEHMAN COLLEGE CITY UNIVERSITY OF NEW YORK
HEALTH SERVICES ADMINISTRATION PROGRAM
INTRODUCTION TO HEALTH CARE PROFESSIONS- HPI 101

FALL 2024

Hybrid Synchronous Course: Select Fridays

The class will meet (Location)

PROFESSOR CONTACT INFO:

Professor Cherryle Brown

E-mail: Cherryle.Brown@lehman.cuny.edu Phone/Text:

Office Hours:

Thursdays 1:00 pm to 2:00 pm & Fridays (In person) 10:30 am to 11:30 am
(Office Location: Gillet Hall Room 415)
Zoom (By Appointment):

Course Rationale and Description:

This course provides students with an introduction to diverse healthcare careers, emphasizing programs offered at Lehman College and in-demand positions within health services' human resources across the Tri-state area. It covers fundamental topics including safety protocols, interpersonal communication, and basic medical terminology. Students will acquire foundational skills in healthcare science, fostering an understanding of health, wellness, preventative care concepts, and the core responsibilities of healthcare providers.

The course also introduces students to different career pathways within the healthcare field, including therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development. By the end of the course, students will have a clearer understanding of the potential career paths in healthcare and the foundational skills necessary for a successful and productive career in the industry.

Goal:
The primary goal of this course is to identify the essential functions of both healthcare clinicians and non-clinicians using the National Health Care Skill Standards. A secondary goal is to describe various healthcare careers that offer rewarding and meaningful professional opportunities. Additionally, the course aims to introduce and explain the basic structure of the

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US healthcare system, highlighting the roles and contributions of both healthcare clinicians and non-clinicians within the system.

Student Learning Objectives:

Upon the successful completion of this course, you will be able to:

1. Explain the general structure of the US Health care system, including its historical development from westward expansion through the Affordable Care Act.
2. Distinguish among the variety of health care professionals.
3. Identify and analyze the difference between licensure and certification.
4. Research and analyze published health care data on health care labor market.
5. Examine the difference between practitioners, technologist, technician, assistants.
6. Discuss important current health care and health care reform issues.
7. Describe the different types of health insurance programs and managed care organizations, including private and public funded (i.e., Medicare and Medicaid)
8. Develop fundamental understanding and define basic medical terminology.

Student Digital Learning Outcomes

During this course, students will demonstrate the following digital literacy skills:

- Ability to conduct effective search strategies using various search engines found within the internet for research, data, and media information.
- Proficiency in the use of the digital information technology
- Correctly site references that avoids plagiarism
- Critically assess findings and effectively discuss and distribute information to audience using platforms such as social media (twitter, Facebook, or others)
- Develop critical thinking skills using digital technology and show evidence of an independent thinker
- Create digital learning strategies that prepare for employment or professional schools upon completion of degree
- Communicate and collaborate with others in the virtual environment
- Demonstrate awareness of digital technology security and safety

Required Text/Materials:

In this course, we will be utilizing Open Educational Resources (OER) to provide you with high-quality, accessible, and cost-effective learning materials. The required materials for this course include:

Textbooks

1. **Career Cornerstones: Establishing a Foundation for a Career in Healthcare**
   Authors: KATHERINE GREENE AND ANDREA NELSON

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Description: This book was created for students entering their respective health profession's program. This book is designed to help students be successful not only in their health profession's educational program, but also as they start to intern or work in healthcare settings.
Link: https://pressbooks.uwf.edu/healthcarecareerfoundations/
Medical Terminology for Healthcare Professions
Authors: KATHERINE GREENE AND ANDREA NELSON
Description: This book focuses on breaking down, pronouncing, and learning the meaning of medical terms within the context of anatomy and physiology. This resource is targeted for Healthcare Administration, Health Sciences, and Pre-Professional students.
Link: https://pressbooks.uwf.edu/medicalterminology/

Prerequisite: College-Level Standing

Course Requirements:
Blackboard tutorial is available for those new to Blackboard Learning Management System Click on the link to the tutorial to get started:
http://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/user-guides/student/

Computer Technology**:** All courses at the Lehman College stress the importance of computer uses and technology. Assignments require the use of a computer. Each student will need to check Blackboard once per day and especially prior to attending each class for information, instruction, and messages (Student Learning Activities):
https://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/helpsupport/

Written Assignments: All written work submitted as scheduled and typed in a word document format. Formal American English used in your written communications. (Student Learning Objectives 1-7)

National Health Care Core Knowledge (NHCCK)

- Academic foundation
- Employability skills
- Legal Responsibilities
- Ethics
- Safety practices

Blackboard Discussion Forum: Blackboard discussion board develops critical thinking skills where you engage with classmates to discuss a relevant topic. Discussion board also fosters teamwork. (NHCCK: Teamwork)

Oral Presentation Assignments: Oral Presentations are a requirement in this course. Professionals in any field must learn to be a good public speaker. Your presentation will be done via voice thread (Student Learning Objectives 1-7). (NHCCK: Communication system)

Research**:** Each of the topics that you research contains information and supporting data. The time spent researching your topic would help you develop the language used by members of the

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health care team. There will be dedicated class time spent reviewing the mechanics of researching a topic. You are encouraged to use both the Lehman library and online search engines to complete the research **(Student Learning Objectives 1-7)**

Grading Criteria:

1. Grades calculated using a point accumulation method.
2. The total number of possible points in the course is based on the total number of assignments given.
3. Each assignment has a point value.
4. Lehman College requires that instructors verify attendance within the first two weeks of the semester and provide students with a mid-term assessment. The university requires each teacher to assess student's progress at mid-point.
5. The actual letter grade will be determined by using the following:
   Grading Scale: The final grade will be based upon the successful completion of all assignments, participation in class discussion either live or through BB discussion board and test grades. You will receive the grade you earn.

Grades are based on a point system and are defined as follows:

Letter Grade	Points	Standard Numeric Grade
A	930 - 1000	93-100
A-	900 - 929	90-92
B+	870 - 899	87-89
B	830 - 869	83-86
B-	800 - 829	80-82
C+	770 - 799	77-79
C	730 - 769	73-76
C-	700 - 729	70-72
D	670 - 699	67-69
D+	630 - 669	63-66
F	< 630	< 63

Mapping the course to the Student Learning Objectives/Outcomes

Module	Topic: Professional Development &/ Career	Assignment	Points	Due Date (Sundays At 11:59pm)

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Module 1	Introduction to US Healthcare	Syllabus Quiz	10	9/08/2024
		DB - Why Pursue Healthcare Career?	30	9/08/2024
		5 - Year Plan	50	9/08/2024
Module 2	Academic Writing and Integrity	QUIZ - Academic Integrity	25	9/15/2024
		Essay	50	9/15/2024
Module 3	1. History of Medicine, US Healthcare 2. Privacy, Ethics & Safety	TYK Quiz – History of Medicine	20	9/22/2024
		Quiz Med Term 1	10	9/22/2024
Module 4	Support Service & Communication in Healthcare	Infographic - Health Issue Awareness	50	9/29/2024
Module 5	Professionalism & Customer Service in Healthcare	DB -Patient Experience	30	10/06/2024
		Med Term Quiz 2	10	10/06/2024
Module 6	Life Management & Job Skills	Med Term Quiz 3	10	10/13/2024
Module 7	Diagnostic & Emergency Services	TYK Quiz - CPR	25	10/20/2024
Module 8 **(Midterm Week)**	MIDTERM	Resume & Cover Letter	100	10/27/2024
		Oral Presentation	100	11/03/2024
Module 9	Public Health	TYK - Public Health	30	11/03/2024
		Oral Presentation DB	30	11/03/2024
Module 10	Counseling & Mental Health Services	Essay - Health Disparities	100	11/10/2024
		TYK - Menal Health Service	30	11/10/2024
Module 11	Health Informatics	Med Term Quiz 4	10	11/17/2024
Module 12	Clinical Lab Science & Biotechnology	TYK - CLS & Biotech	30	11/24/2024
Module 13		Thanksgiving Break – No assignments this week! 11/28/2024 – 12/01/2024		
Module 14	Clinical & Therapeutic	Infographic - Health Occupation	100	12/18/2024 (**WEDNESDAY**)
Module 15	FINALS	Final Med Term Exam	100	12/20/2024 **(FRIDAY)**
		Final Reflection	50	12/20/2024 **(FRIDAY)**
Total Possible Points				1000

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C+	770 - 799	77-79
C	730 - 769	73-76
C-	700 - 729	70-72
D	670 - 699	67-69
D+	630 - 669	63-66
F	< 630	< 63

Course Policies:
All students are to read and adhere to the Lehman Student Code of Conduct (see the Lehman Student Handbook).

Instruction Methodology

Hybrid Synchronous Course
This hybrid course will meet every Friday from 12: 00 pm to 2:40pm, with class assignments and materials available on Blackboard (BB). Students are required to participate in both in-class discussions and the discussion board forum on BB. Course materials will be delivered through various methods, including YouTube, instructor-made videos, online website training modules, open education resources (OER), and other media designed to facilitate course mastery. In addition to the required text, students will be assigned supplemental readings. They are expected to complete all reading and writing tasks independently and in a timely manner, preparing to answer questions in the discussion forum. The course emphasizes independent inquiry, critical thinking, and research. Students are expected to engage in all assigned research activities and conduct their own research.

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HPI 101 Fall 2024 Meeting Schedule

This is a hybrid course. The following dates are mandatory in-person lecture days on campus:

Date (Fridays)	**Description**	Class Location
August 30, 2024	**Meeting #1** Introduction to HPI 101 Module 1	
September 13, 2024	**Meeting** #2 Academic Writing & Integrity, Medical Terminology Basics Module 2	
September 27, 2024	**Meeting #3** Support Service & Communication in Healthcare Module 4	
October 18, 2024	**Meeting #4** Diagnostic & Emergency Services Careers FDNY CPR Demonstration Module 7	
November 1, 2024	**Meeting #5** Public Health Careers Module 9	
November 15, 2024	**Meeting #6** Health Informatics Careers Module 11	
December 06, 2024	**Meeting #7** Clinical & Therapeutic Health Careers Module 14	

Assessment: There are multiple means of assessing your course work in this class. You will have many opportunities to show that you are mastering the course work and will be guided by rubrics. Rubrics help you as a student determine how your work will be graded by the instructor. Below is a list of the graded assignments that will be required in this course.

Graded Assignments
The graded assignments for this course consist of active class participation on the Blackboard discussion board site, completing the written assignments and submission to Blackboard, two Infographics, development of a Resume and Cover Letter, one Oral Presentation, two Essays, and one final course reflection.

Class participation: There are 15 weeks in this course and of these 15 weeks you will complete 10 Test Your Knowledge (TYK) and Medical Terminology (MT) Quizzes. TYK & MT quizzes will demonstrate your attendance. These quizzes must be done in the week the quiz is due. The second way to measure attendance is through active participation in all blackboard class discussions. Regular Blackboard participation is important, and you must keep

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up with your course work. Do not leave everything for the week before a test, the week before your project presentation or the last week of the semester. Active participation means you demonstrate the ability to apply the concepts introduced in class, the ability to research a subject, and the ability to work in a group, these are all part of the learning process. I welcome your comments and feedback and hope that we can establish an atmosphere in which you feel safe to explore ideas and ask questions.

Test Your Knowledge & Medical Terminology quizzes—There are 10 short quizzes. These are short quizzes designed to help you recall concepts learned from the chapter or chapters. These are multiple choice and will be graded automatically by the system. These will be timed for 30 minutes. Once the 30 minutes is up, the quiz will automatically be submitted to the instructor, and you will receive a grade.

Written assignments: There are several short writing assignments that you will be required to complete. Below explains each of these short writing assignments.

Two Essays: You will be required to write two essays based on provided prompts. Each essay will help you demonstrate your critical thinking skills and your ability to analyze the problem and propose a solution.

Mid-term Resume and Cover Letter Submission: students will develop a resume and cover letter. The purpose of assignment is to equip students with the skills to create professional documents that effectively showcase their qualifications and experiences to potential employers.

The Final Medical Terminology Examination will be multiple choice, and questions are based on the textbook, Quizlet, and videos provided in the course.

Final resume and cover letter with an oral presentation: Student will develop his or her final research on his or her chosen profession, develop a resume and cover letter, and develop a power-point slide to make an oral presentation. The student will use VoiceThread media to construct the oral presentation.

Final Reflections Students will reflect on their own learning in this course and determine what he or she found to be the most important skill learned in this course.

Presentation—Oral presentation is a valued skill required of all professionals. Each student will present an overview of his research project via video and submit it to the class for review and to the instructor for grading.

Infographics: There are 2 Infographics that will be required. The purpose of these infographic assignments is to help students visually communicate complex information clearly and concisely, demonstrating their understanding of key concepts and their ability to present data effectively.

Feedback-It is my policy and practice to provide timely feedback. For most assignments,

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feedback will be provided within **72 hours upon** closing of the assignments. Writing Assignments will require more time due to the size of the class.

Late assignment policy—This policy applies to **any assignment worth 50 points** are more. Late papers will be accepted up to **five (5) days following the submission deadline**. Late papers will be subject to a 15-point reduction regardless of the reason for the late submission. This would mean a late paper that is received within the 5-day grace period can earn no more than 85 points.

Note: Any Assignments worth 49 points are less will not be accepted late for any reason. While this class provides you with flexibility, the deadlines for the assignments are firm. Deadlines must be adhered to in order to receive timely feedback from the instructor.

CHEATING/PLAGIARISM STATEMENT:

Students enrolled at Lehman College are obligated to maintain standards of academic integrity. Violations of academic obligations include unethical practices and acts of academic dishonesty such as cheating, plagiarism, falsification and the facilitation of such acts. Cheating includes the actual giving or receiving of aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work.
Plagiarism is the use of another's ideas or words, or both, as if they were one's own. However, ideas or direct quotations from others are acceptable with appropriate citation of sources.

Students with Disabilities
Lehman College is committed to providing for the needs of enrolled or admitted students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). In general, University policy calls for reasonable accommodation to be made for students with disabilities on an individualized and flexible basis. It is the responsibility of students, however, to seek available assistance at the University and to make their needs known.

Any student with a documented disability (physical, cognitive [intellectual], or emotional) who requires academic accommodations should contact the Disability Resource Center as soon as possible to request an official letter outlining authorized accommodations. This letter must be given to each Instructor during the first week of class. **Failure to submit by the first week of class may forfeit your opportunities later in the semester.**

Office of Student Disability Services
238 Shuster Hall
Lehman College
250 Bedford Park Blvd. West
Bronx, NY 10468
Schedule an appointment

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