

# **COURSE OUTLINE**

## **HEAL-108**

### **Developing Professional Behaviors**

2 Semester Hours

## **HOWARD COMMUNITY COLLEGE**

### **Description**

Healthcare has undergone significant changes and faced many challenges in the past few decades. The allied health care provider must be adept at meeting the needs of the complex system and the client population using new technology as well as traditional skills of patient care. This course offers allied health care providers the opportunity to acquire skills and expertise in the concepts that influence professional practice and delivery of care. The course focuses on preparing the student to be an integral member of the healthcare system, providing the student with tools to communicate, verbally and in writing, with staff, peers, patients and their families and developing student skills to succeed in the academic and work setting including creating an appropriate self care system. (2 hours weekly)

### **Overall Course Objectives**

Upon completion of the course the student will be able to:

1. participate as an active member of the healthcare team,
2. communicate with staff, administration, supervisors, patients, patient families, peers,
3. understand the ancillary resources needed for quality patient care;
4. recognize their responsibility as a student and as an employee to manage time,
5. create a successful pattern of study and test-taking;
6. identify aspects of growth and development that influence patient responses,
7. provide a basic presentation to a group,
8. integrate into group process,
9. discuss how diversity impacts patient care, and
10. conduct themselves as professionals in all situations.

## **Major Topics**

- I. Professional Interactions
  - Interpersonal Skills
  - Self Assessment/Goal Setting
  - Improving Communication –verbal and written
  - Successful Interviews
- II. Improved Performance – Work and School
  - Use of resources
  - Time management
  - Study and test taking skills
  - Behavior, Diversity and Language as factors
  - Creation of a personal health and wellness plan
- III. Enhanced Professional Behaviors
  - Development of presentation skills
  - Participation in group process
  - Behavior, Diversity and Language as tools to quality care
  - Quality assurance
  - Self/peer evaluation
- IV. Trends in Healthcare
  - Computers in the workplace
  - Technology and Health
  - Career ladders
  - Personal growth

## **Course requirements**

**Grading/Examinations** – Grading will be determined by as follows:

Midterm grade will be calculated on the cumulative class work grade for the first portion of the class including journals, class quizzes and other class activities, presentations, and participation in class projects.

Final grade will be calculated on the midterm grade and the cumulative class work grade for the final portion of the class. Peer and self-evaluation are part of the final grade. Grades on journals, class participation, presentations and participation in class activities will be included. There is no comprehensive final examination.

Specific assignments will be given that require writing. There will also be assignments for verbal presentations to be given in class.

## **Other Course Information**