Content of Syllabus

Course Identification

This course goes by the call letters STD-295. Section 60-n meets on Monday from 10AM until 11:50AM. Completion of the course earns you 1 college credit. Location of the course is the Annandale campus in classroom CN-205. This is the course syllabus for Fall 2003.

Instructor Identification

The instructor for the course is Assistant Professor Barbara C. Hays, MBA, RHIA. Her office is in the Medical Education Center in Springfield, 3rd floor, suite 360, office D.

You may reach her at 703-822-6642. Her email address is bhays@nvcc.edu.

Appointment hours for Professor Hays for the fall semester are:
- Monday: 4 to 5:30pm
- Tuesday: 4 to 5:30pm
- Thursday: 3:30 to 5:30pm

Drop-in hours to see Professor Hays for the fall semester are:
- Monday: 2 to 4pm
- Thursday: 12:30 to 3:30pm

She will be available to consult with students on the Annandale campus immediately after class.

You may get to know Ms. Hays by visiting her web site at www.nvcc.edu/home/bhays.
Course Description

This course is designed to give you an introduction to college life, organizational skills, and the healthcare field. Upon completion of the course, you will be able to identify various strategies for organizing, studying, completing projects and preparing for exams. You will also learn time management skills that can be employed during matriculation in the program of your choice. You will be introduced to techniques involved in computer library searches via the VIVA system. For information about the healthcare field, emphasis will be placed on the organizational structure of healthcare system and the diversity of sites where healthcare services are provided. You will learn about external influences placed on organizations by federal, state and local agencies as well as accrediting bodies. Financing the healthcare system will be addressed as well as over viewing the roles of various healthcare professions.

Required Textbooks

The required texts are:

- Virginia Area Health Education Centers’ *Virginia Health Careers*, Virginia Health Care Foundation, 2002. This resource is available on-line at [www.ahec.vcu.edu](http://www.ahec.vcu.edu) and also in hard copy at the Annandale campus and Medical Education Center libraries.

Additional readings may be done using the following excellent references:

- Saitafi Deem and Joseph Deem’s *Health Care Exploration*, 1998

Course Purpose

The purpose of the course is to introduce you to the following topics:
## Course Competencies

Upon successful completion of the course, you will know the basics about:

### Success as a NVCC student:
- Understand basics of college life on NVCC campus
- Develop organizational skills to be successful in the classroom
- Understand strategies for organizing, studying, completing projects and preparing for exams
- Develop time management skills
- Practice techniques involved in computer library searches via the VIVA system

### Healthcare delivery systems:
- Describe the evolution of healthcare in the US
- Define the various healthcare delivery systems: ambulatory and public healthcare, hospitals and hospital services, and long term care
- Identify major hospital control classifications
- Define the primary objectives of healthcare organizations across the continuum of care
- Describe role of an organization’s governing body
- Demonstrate the general organizational patterns of healthcare organizations

- Background information for achieving success as a NVCC student
- Diversity of healthcare delivery systems
- Physician influence: medical staff organization
- Impact of legislation, regulatory bodies and accreditation agencies
- Financing the system
- Healthcare professionals
Physician influence: Medical Staff organization
- Describe medical staff types and categories in a hospital setting
- Identify medical staff responsibilities mandated by accrediting agencies, legislation, and regulatory bodies
- Recognize typical medical staff committee functions in an acute care hospital
- Define physician specialization and specialty board requirements

Impact of legislation, regulatory bodies and accreditation agencies
- Identify major legislation and regulations affecting healthcare industry
- Describe “deemed” status and implications of this designation
- Define purpose and membership of various accrediting agencies, with particular focus on JCAHO (Joint Commission on Accreditation of Healthcare Organizations)
- Identify core accreditation standards in various types of healthcare systems and steps in a typical survey process

Financing the system
- Describe major federal and state financing systems (government entitlement programs)
- State the purpose and basic work plan of PRO (Peer Review Organization)
- Identify major commercial insurance systems
- Identify major issues in billing and reimbursement issues
- Define managed care and its impact on reorganization of health services
- Recognize basics of national health policy

Healthcare professionals
- Identify variety of healthcare professionals in US
- Identify roles and functions of various health professionals
- Define education and certification requirements of various health professionals
- State continuing education requirements for maintaining professional Credentials

### Course Requirements and Evaluation Criteria

Final grade will be determined as:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>20%</td>
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<tr>
<td>Exam 2</td>
<td>20%</td>
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<tr>
<td>Exam 3</td>
<td>20%</td>
</tr>
<tr>
<td>Healthcare professional project</td>
<td>20%</td>
</tr>
<tr>
<td>Healthcare system diversity project</td>
<td>20%</td>
</tr>
</tbody>
</table>

Bonus points (up to 3 points on final grade) are available for active class attendance and participation.

### Grading Scale and Overall Standards

Successful completion of the course work will result in the following grade:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
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</tbody>
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### Policies Regarding Late Work and Make-Up Exams

Late work grades will be reduced in score by 20%. Make-up exams may be scheduled for urgent situations with advanced notice to the instructor. Exams missed without prior notice to the instructor may NOT be made up.

### HIT and CDC Computer Lab Use

You must be enrolled in the Health Information Technology or Clinical Data Coding programs to use the HIT and CDC computer labs in the Medical Education Center. Before these labs may be used, you must successfully complete the program’s orientation program. In addition, you must sign in and out of the HIT and CDC labs.
Blackboard Forums

Blackboard is a virtual classroom hosted on a dedicated server maintained by the Virginia Community College System (VCCS). When you enroll in this class, you are also enrolled in the Blackboard site. The Blackboard identification for this course is NVSTD295BH1NFA03.

Students are encouraged to participate in the online forum by posting messages from time to time in Blackboard. You will be communicating with other students registered in this class. Active participation in this forum earns you bonus points toward your final grade.

Professor Hays will also post announcements for all students via the Blackboard forum. Please be sure to check for this for messages.

To enter this Blackboard course, go to http://bb.vccs.edu. Click on Login and enter your logon name and password. You get your logon name and password from Student Blackboard Support section of the NVCC web site.

Your logon name is your first initial and last name + 4 assigned digits. Your password is your birth date in the form of mmdyy. If your birthdate is September 5, 1985, your password is 090585.

When you have logged in, you will see all the courses you are enrolled in through the Blackboard system. Click on the course you want.

Student Email Accounts

You have a personal NVCC email account. Please sign on your NVCC email account as this is an official way of communication with you. You may elect to link this account to your personal email account. Go to the Learning Resource Center for help in accessing and setting up your personal links.

Key Academic Dates

Key dates for this 8 week session are:

- Last day for in-person add/drop – August 27
- Last day for schedule adjustments with tuition/book refund – August 29
- Administrative withdrawal for nonattendance – September 4
### Learning Environment
The Annandale campus community is committed to providing a learning environment that encourages the free exchange of ideas and information. To accomplish this goal, the members of the Annandale Campus Council have established the following expectations for the campus community:

- That all backgrounds and cultures be respected
- That a free and civil exchange of ideas take place, so everyone in a class feels welcome to participate
- That all members of the class arrive on time, leave the class only on breaks or in case of emergency, and leave the classrooms and all college property in good condition
- That distractions be kept to a minimum. Cell phones and other electronic devices are turned off in class, labs and the library. Students remain seated throughout the class and refrain from talking with classmates while another class member or the instructor has the floor
- That each student submits his or her own work
- That consideration be given to classes in adjoining areas

### Classroom Accommodations for Students Whose Native Language is Not English
It is highly recommended that students seriously consider utilizing these suggestions to achieve the full benefit of the course content:

- Tape all lectures and demonstrations
- Replay tapes before taking exams
- Use the writing center in the Godwin Building to assist with all written assignments
- Use the tutoring center in the Godwin Building to assist with how to study and read exam material
- Practice reading aloud

### Students with Disabilities (ADA)
If you have a diagnosed and documented disability, which may cause you to have difficulty with any portion of the requirements of this course, please contact the Special Needs Counselor in the Counseling Office (CG-211) as soon as possible so that arrangements can be made. In addition, contact your instructors and let them know what arrangements are necessary.

### Attendance Policy
Regular attendance is expected and an attendance record will be maintained for each class. Students who fail to attend class during the first 25 percent of the course will be administratively withdrawn from the course by the instructor for failure to attend and make satisfactory progress in the course.

### College Schedule
Important dates can be found in the schedule of classes or by accessing the college web site at [http://www.nvcc.edu/calendars](http://www.nvcc.edu/calendars). It is the student’s...
responsibility to read and know the dates for application for graduation, add/drop or withdrawal without grade penalty, etc.

Major radio and TV stations announce school closing because of ice and/or snow, etc. If in doubt, check the college web page at [http://www.nvcc.edu/depts/homepage/closing.htm](http://www.nvcc.edu/depts/homepage/closing.htm) or call NVCC campus security office at 703-323-3111 or NOVAnet at 703-323-3770.

Disruptive behavior or threat of physical harm will not be tolerated. This includes, but is not limited to, a variety of behaviors such as use of cell phones, talking during lecture, reading a newspaper, and/or bothering other students. Students in violation will be asked to leave the classroom. Other disciplinary action may be taken in accordance with the policies in the college Student Handbook.

Academic dishonesty includes cheating, plagiarism, and other forms of dishonorable conduct. Such dishonesty will not be tolerated. Penalties can range from the issuance of failing grades (on an assignment, an exam, or the course) to being referred to the Dean of Student Development for further disciplinary action, including possible expulsion from the College. More detailed information about the college policy is in the College Catalogue and Student Handbook or can be viewed on the college web page at [http://www.nvcc.edu/resources/stuhandbook](http://www.nvcc.edu/resources/stuhandbook).

Please take note of the closest fire exit to the classroom. You will find a framed emergency evacuation plan on one of the walls in each classroom. This describes the procedures that must be followed and diagrams the evacuation routes that are to be used in case of emergency. All occupants must immediately evacuate the building when the fire alarm bells/lights are activated unless the Building Warden has advised that the system is undergoing a scheduled test. Occupants will exit the building using posted evacuation routes or the nearest safe exit. Elevators will not be used during emergency evacuation. Upon exiting, occupants are to continue moving until they are at least 300 feet from the building. The instructor will assist handicapped persons to the designated assistance areas on each floor. You should take your coats and purses with you, as there is no assurance that you will be allowed to return. Evacuation procedures will be discussed during the first class session.

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<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>August 25</td>
<td>Review of syllabus</td>
<td>Syllabus</td>
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<tr>
<td></td>
<td>Introduction to college life</td>
<td></td>
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<tr>
<td></td>
<td>Development of organizational skills</td>
<td></td>
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<tr>
<td>September 1</td>
<td>Holiday – NO CLASS</td>
<td></td>
</tr>
<tr>
<td>September 8</td>
<td>Organizational skills</td>
<td>Chapters 1,2 – Raffel</td>
</tr>
<tr>
<td></td>
<td>Learning resource services</td>
<td>Career selection: Who am I?</td>
</tr>
<tr>
<td>September 15</td>
<td>Evolution of healthcare in US: the big picture</td>
<td>Preparation – EXAM 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapters 3,4 – Raffel</td>
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</tbody>
</table>
### Individual Student Project/Presentation

Each student is expected to prepare two papers, each 2 to 4 pages, double-spaced, with a report on the topic identified in class. A three-minute presentation of each paper to the class will occur according to the schedule published. Audiovisuals and handouts may be used during the presentation. The written report is due on the day of the verbal presentation.

**Report 1** will deal with healthcare professions. Each student will select a profession and prepare a written report and verbal report. Title of the verbal report is “Who am I?”

The report will address the following topic areas for the healthcare profession selected:
- Basic job responsibilities
- Work (site) opportunities
- Education/training requirements
- Credentialing/licensure requirements
- Continuing education requirements
- Training sites in Virginia and DC area

The student is encouraged to go to the web site of the professional organization for the profession selected. There are numerous other resources available through the library. The student may wish to interview a professional who works in the northern Virginia area.

**Report 2** will deal with one aspect in the diversity of healthcare delivery system. Topics may include:

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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>September 22</td>
<td>Professions in health care Library (VIVA) orientation (Speaker: Ruth Stanton) Career reports: verbal presentation</td>
</tr>
<tr>
<td>September 29</td>
<td>Where we obtain healthcare: the delivery systems Physician influence and medical staff organizations EXAM 2</td>
</tr>
<tr>
<td>October 6</td>
<td>Legislative, regulatory and accreditation mandates Financing healthcare</td>
</tr>
<tr>
<td>October 13</td>
<td>Non-instructional day – NO CLASS</td>
</tr>
<tr>
<td>October 20</td>
<td>Project reports: verbal presentation and written report EXAM 3</td>
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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 22</td>
<td>Hand in written career report Presentation of career report Chapter 5 – Raffel</td>
</tr>
<tr>
<td>September 29</td>
<td>Preparation – EXAM 2 Chapters 6, 7 – Raffel Project selection: Healthcare systems</td>
</tr>
<tr>
<td>October 6</td>
<td>Chapters 8, 9,10,11 – Raffel</td>
</tr>
<tr>
<td>October 20</td>
<td>Preparation – EXAM 3 Hand in project report Presentation of project report</td>
</tr>
</tbody>
</table>
• An aspect of the diverse healthcare system (i.e. home health care)
• Present or future organization structures of physician groups
• Impact of legislation, regulatory bodies or accreditation agencies
• Present or future structures for financing the system
• “Hot topic” political issues facing the nation and the healthcare industry