

**COLLEGEWIDE COURSE OUTLINE OF RECORD
NEW CASTLE CAREER CENTER
HEALTH SCIENCE EDUCATION PROGRAM
HLHS 104, CPR/BASIC LIFE SUPPORT
2022/2023 SCHOOL YEAR
COURSE SYLLABUS-FALL COURSE**

COURSE TITLE: BLS Basic Life Support **CREDIT HOURS: .5**

NUMBER/SECTION: HLHS 104/HEF **CONTACT HOURS: 5**

TERM: 2022-2023 Fall

CONTACT INFORMATION:

Instructor's Names: Angie Talbott, RN
NCCC Phone: 765-593-6680
Cell Phone: Angie Talbott 765-524-2874
Email: atalbott@ncweb.me
Classroom: Rm 108 at the Danielson Center
Office: Rm 101 at the Danielson Center
300 Trojan Lane New Castle, In 47362
Class: 7:45-10:30 a.m.
Office Hours: 1:00-3:30 p.m. Mon-Fri

INSTRUCTOR'S IMMEDIATE SUPERVISOR & CONTACT INFORMATION:

Name: Lana Shoults
Phone Number: 765-2892291 ext. 1770
Email (Ivy Tech Email): lshoults@ivytech.edu
Office/Campus: 345 S High St, Muncie

PREREQUISITES: None

DATE OF THIS REVISION: Summer, 2022

EFFECTIVE DATE OF THIS REVISION: Summer, 2022

METHODS OF DELIVERY: Lecture, Discussion, Video, Textbook Assignments, Reading, & Discussions, & Skills Demonstration & Return Demonstration

REQUIRED TEXTBOOK:

Title: American Heart Association Basic Life Support Provider Manual
ISBN: 978-1-61669-768-6
Author: American Heart Association

SUPPLIES:

Manikins	Ambu Bag
Feedback device	Face Mask
AED Trainer	Mouth piece with one-way valve
Computer for online curriculum	

SCHOOL: New Castle Career Center

PROGRAM: Health Science Education Program

CATALOG DESCRIPTION: Provides students with information necessary to recognize the need for one and two-person cardiopulmonary resuscitation (CPR) as it relates to adults, children and infants. Requires students to safely perform CPR and the use of Automated External Defibrillator (AED).

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course, the student will be expected to:

1. Recognize cardiac vascular emergencies and/or respiratory arrest and take appropriate action.
2. Establish an airway and initiate ventilation.
3. Manage obstructed airway in adult, child and infant.
4. Perform one and two-person adult, child and infant CPR using universal precautions.
5. Demonstrate the use of an Automated External Defibrillator (AED).

COURSE CONTENT: Topical areas of study will include -
One rescuer CPR for adult, child and infant
Two rescuer CPR for adult, child and infant
Conscious and unconscious choking for adult, child and infant
Automated external defibrillator use for adult and child
One-way valve pocket mask for adult, child and infant
Bag-valve mask with and without O₂ for adult, child and infant
Jaw thrust
Resuscitation devices
Healthy heart living concepts
Signs and symptoms of cardiovascular disease
Signs and symptoms of stroke

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may

include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT:

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

ADA STATEMENT:

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

TITLE IX

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html>. If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator. If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at <https://www.ivytech.edu/prevent-sexualviolence/index.html> under Confidential Employees and/or Community Resources.

SECTION 504 COMPLIANCE PLAN: In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the New Castle Community School Corporation provides you, as the parents or guardian, with the following procedural safeguards in relation to your child: 1. You have the right to receive a copy of this notice upon the district's identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement and any significant change in said placement of your child. 2. You have the right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity... a) before the initial placement. b) before and

subsequent significant change in placement. 3. You have the right to an opportunity to examine all relevant records for your child. 4. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation or educational placement of your child. 5. You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction. The following person is designated as Section 504 Compliance Coordinator: Amy Blake, Director of Special Education (765) 521-7223.

New Castle Career Center seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the New Castle Career Center's Office. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

METHODS OF EVALUATION: For course evaluation there will be American Heart Association written and skills exams.

MAKE-UP POLICY: Please approach this class as you would outside employment. If you find that you must miss a class you are expected to have a parent contact the instructor by e-mail, phone, or text message to let her know that you will not be in class and to make arrangements for make-up work. All work should be made up within one week of your return to class.

GRADES: The Ivy Tech Grade will be different from the high school grade because the semester grade is the average of the grades earned in each grading period and the final examination. It is the semester grade which is recorded on the student's permanent record. Weighted courses will have 1 point added to the student's GPA.

NEW CASTLE CAREER CENTER GRADING SCALE:

98-100%	=	A+
92-97%	=	A
90-91%	=	A-
88-89%	=	B+
82-87%	=	B
80-81%	=	B-
78-79%	=	C+
72-77%	=	C
70-71%	=	C-
68-69%	=	D+
62-67%	=	D
60-61%	=	D-
0-59%	=	F

Grading is based upon a total points system. Grades are taken from tests, quizzes, homework, projects, participation, and employment skills (PRIDE: Persistent, Respectful, Initiative, Dependable, Efficient) Employment Skills will count as a minimum of 30% of the total points per grading period per grading period.

Skills Evaluations are based upon ISDH CNA checklist requirements

Clinical Experience is determined by the clinical supervisor and will play a significant part of the Employment Skills grade. The purpose of the supervisor evaluation is to show how well work related skills are being mastered or improved. The evaluation is based upon the overall impression of the supervisor on the performance of the student while working or learning in the clinical area. A student may be removed from the clinical setting due to a failing effort on the clinical evaluation.

Semester Grade:

1st Semester Grade

3/7 of grade=1st grading period grade

3/7 of grade=2nd grading period grade

1/7 of grade=Portfolio Project

2nd Semester Grade

3/7 of grade=3rd grading period grade

3/7 of grade=4th grading period grade

1/7 of grade=Final Exam (End of Course Assessment)

Each student has the opportunity to earn dual credits.

The dual credits that will be offered for the 2022/2023 school year are as follows:

- 3 credits for HLHS 100 Introduction to Health Careers
- 3 credits for HLHS 101 Medical Terminology (Requires Accuplacer testing to qualify)
- 0.5 credit for HLHS 104 CPR/Basic Life Support
- 5 credits for HLHS 107 CNA Preparation
- 3 credits for HLHS 111 Health and Wellness for Life
- 3 credits for HLHS 113 Dementia Care

Dual Credit Grades are based upon the Ivy Tech Grading Scale which is as follows:

93-100% A

85-92% B

79-84% C

75-78% D

74% & below F

SEXUAL HARASSMENT: Sexual harassment is not acceptable in any situation, and NCHS follows the New Castle Community School Board's policy and complaint procedure regarding this matter. Copies are available in the High School Office.

CODE OF STUDENTS RIGHTS AND RESPONSIBILITIES: Code of Student Rights and Responsibilities, which can be accessed in Ivy Tech's website at <https://www.ivytech.edu/studentcode/>

DROP PROCESS AND RESPONSIBILITY:

Students in one semester fall classes must be withdrawn by **November 18, 2023**. Your HS teacher will send a drop form for each student to the campus dual credit contact.

FINANCIAL AID:

For all courses: Federal financial aid is based on a 2.0 GPA and a 67% course completion rate.

STUDENT APPEAL AND GRIEVANCE PROCESS:

Students who are experiencing difficulties/conflict in a class need to speak with their instructor FIRST, unless the particular circumstances of the conflict dictate otherwise. Once that avenue of inquiry has been exhausted, students may take their concerns to the instructor's immediate supervisor, who is listed in the [Instructor's information section of the syllabus](#). All concerns must be submitted **in writing** and should be made within 7 days of either the instructor's response or from when the incident occurred (if the situation is such that the student cannot discuss the matter with the instructor directly).

If a resolution cannot be reached at this level, the student will be directed by the instructor's supervisor to the School's Dean for further appeals. Following this hierarchy is imperative. Students who fail to follow this procedure will be sent back to the appropriate level before their particular issues will be heard at a higher level.

Further details on this procedure can be found in the Code of Student Rights and Responsibilities, which can be accessed in Ivy Tech's website and at <https://www.ivytech.edu/studentcode/>

RIGHT OF REVISION:

The instructor and Ivy Tech Community College of Indiana reserve the right to make reasonable changes to this syllabus and/or schedule as necessary.

The instructor reserves the right to alter or modify the methods of instructional delivery, methods of evaluation, activities schedule, and/or other items as deemed necessary to complete the objectives of the course. **Any changes made to this syllabus that affect the manner in which the student's grade is determined will be provided to the student in writing prior to the effective date.**

ASSIGNMENTS AND DUE DATES:

Health Science Education
Tentative Assignment Schedule
2022/2023

Week #1 (First Day for Students: Wednesday, August 3, 2022)

Topics: Health Science Education Introduction-rules & regulations, Health Care Systems (including chain of command), Professions in Health Care, Professional Characteristics (including objectivity, empathy, attendance, attire, positive attitude, team player, professional phone etiquette,

Week #2 Class 8/8/22-8/12/22 PPD #1 @ HCH on 8/8 4th floor, Read PPD #1 @ HCH on 8/10 Conference Rooms 1B & 1A

Topics: Health Care Systems, Teambuilding and being a team player, & Delegation-5 rights), Abbreviations Quiz #1, Professional Characteristics of a Healthcare Provider, Empathy, Resident Rights (Patient's Bill of Rights), Abuse--types and reporting (Hartman's Nursing Assistant Care Chapters 1, 2, 3), Introduction of Communication Unit (Included within this unit are the following: Communication Skills {verbal, non-verbal, written}, conflict resolution, correcting medical information within a record, Teepa Snow PAC: Positive Approach to Care-Dementia Care), Lifelong Learning as a Health Care Worker(Continuing Education), & AHEC Guest Speaker, Jenny Koors with Topic of Professionalism, Draw for Secret Pals

Week #3 Class 8/15-8/19/22 PPD #2 @ HCH on 8/9 4th floor, Read PPD #2 @ HCH on 8/11 Conference Rooms 1B & 1A

Topics: Healthcare Systems Test, Introduction of Vital Signs-Measuring & Recording (Hartman's Nursing Assistant Care Chapters 5, 6, 7, 14)., Abbreviations Quiz #2, Continue with Communication Lesson including Med Term Chapter 1 "Introduction to Medical Language" and Assessment, Vital Signs & Pain Lecture and Vital Signs check-offs begin, Memorize Initial & Final Steps for CNAs, Activities of Daily Living (ADLs): positions, transfers, ambulation, bathing, peri care, shampoo, cath care, back rub, whirlpool, grooming & personal hygiene (oral care, denture care, shaving, combing hair, nail and foot care), Working with the Cognitively Impaired--(Dementia Care Stages of Alzheimer's & PAC: Positive Approach to Care), HOSA Officer Election

Week #4 Class 8/22-8/26/22

Topics: Vital Signs Quiz, General Orientation to Henry County Hospital (Includes info. On Safety, Topics such as body mechanics, infection control, disaster response, fire, fainting, fall, choking & maintaining a safe work environment, confidentiality, abuse & HIPAA, Customer Relations & Potential Barriers, Appropriate use of social media as a professional), Cont. Vital Signs Check-offs, , AHEC Guest Speaker, Jenny Koors with Topic of Electronic Medical Record and virtual use and entry of information and confidentiality/protecting the EMR, Abbreviations Quiz #3, Med Term Quiz #1

Medical Law & Ethics Unit (includes information on Consent, HIPAA, Advanced Directives, Chain of Custody, Release of Information, Confidentiality, Notice of Privacy Practices, Patient Bill of Rights, More on Types of Abuse and obligatory reporting, & Sexual Harassment in the work place), Check-offs for W/C transport, ambulation, gait belt, walker, cane, Introduction of Infection Control Skills: handwashing, gloves, mask, gown, goggles

Week #5 Class 8/29/22-9/2/22

Topics: Abbreviations Quiz #4, Safety Quiz, Vital Signs Quiz, Indiana Donor Network Guest Speaker: Andi Amburgey, Communication Quiz, PAC-Dementia Care Infection Control and skills of Hand washing, Donning/Doffing Gloves Check-offs, (Hartman's Nursing Assistant Care Chapters 4, 10, 13),Continue with Vital Signs Check offs, Oxygen Use, Nasal Cannula Care;

Devices/Interventions: Hearing Aids & TED Hose; Special Care Needs, Cognitive Impairment & Therapies, Mental Health & Social Needs, *Henry County Day of Caring*

Week #6 Class 9/5-9/9/22 (Labor Day September 5, 2021—No School)

Topics: Criminal Background Checks, Rehabilitation & Restorative Services: ROM, Splint, Abdominal Binder, Abduction Pillow, Knee Immobilizer, Palm Cone; (Hartman's Nursing Assistant Care Chapters 8, 19, 20, 21), Medical Law & Ethics Test, PAC--Dementia Care, Med Term Quiz #2, Safety Unit: Including Heimlich, Donning/Doffing gloves, Fire Safety, Faint/fall & seizure, Infection Control Quiz, Activities of Daily Living: Heimlich, Donning/Doffing gloves, Fire Safety, Faint/fall & seizure, Activities of Daily Living: Change Gown, Dressing a Dependent Resident,

Week #7 Class 9/12-9/16/22

Topics: Toileting, Bedmaking: Occupied & Unoccupied; skin care: floating heels, bed cradle; Nutrition & Hydration: thickened liquids, passing fresh ice water, feeding, assist to eat, (Hartman's Nursing Assistant Care Chapters 15, 16, 17), PAC--Dementia Care, Abbreviations Quiz #5, Med Term Quiz #3, Safety Quiz, Cover Admission, Transfer, Discharge, End of Life: Hospice, Signs & Symptoms of Impending Death, Post-Mortem Care, Daily Responsibilities of a Health Care Worker (CNA); ADLs: Shower, Bathing, Shampoo, Foot Care, Back Rub, CNA Theory & Skills Review/Practice in Lab, (Hartman's Nursing Assistant Care Chapters 11, 12, 22, 23, 24), PAC--Dementia Care, Body Systems: A & P, Diseases & Disorders, (Integumentary, Nervous, Circulatory, Musculoskeletal, Respiratory, Urinary, Gastrointestinal, Endocrine, Reproduction, & Immune/Lymphatic Systems), (Hartman's Nursing Assistant Care Chapters 9, 18)

Week #8 Class 9/19-9/23/22

Topics: CPR & AED Training All Week

Dementia Training, Abbreviations Quiz #6, Med Term Quiz #4
Continue with A&P, Common Diseases, Review skills in lab, Hoyer Lift, Complete VS Check offs

Week #9 Class 9/26/22-9/30/22 Virtual Learning Day 9/28/22

Start Clinicals

Continue with A & P Common Disorders, Acute vs Chronic, Abbreviations Quiz #7

Week #10 Class 10/3/22-10/7/22

Clinicals, PAC, Dementia Care, Abbreviations Quiz #8, Med Term Chpt 1 "*Introduction to Medical Language and Online Learning*

Fall Break: October 10-14, 2022

Week #11 Class 10/17/22-10/21/22

Clinicals, Med Term Chpt 2 "*Body Structure, Color, & Oncology*"

Week #12 Class 10/24/22-10/28/22

Clinicals, Med Term Chpt 3 "*Directional Terms, Planes, Positions, Regions, and Quadrants*", Abbreviations Quiz #9, HOSA Fall Leadership Conf., PAC--Dementia Care

Week #13 Class 10/31/22-11/4/22

HOSA Week!

Clinical, A & P Review, PAC--Dementia Care, Growth & Development Unit
Abbreviations Quiz #10

Week #14 Class 11/7/22-11/11/22 Tuesday, November 8th Virtual Day

Clinical, A & P Exam, Finish Growth & Development, Abbreviations Quiz #11

Week #15 Class 11/14/22-11/18/22

Clinical, PAC: Dementia Care, Medical Math

Week #16 Class 11/21/21-11/25/21

Thanksgiving Break-No School November 21-25, 2022

Week #17 Class 11/28/22-12/2/22

CNA Review (all others in clinical Monday-Wednesday), Medical Math Review & Test

PAC: Dementia Care

Week #18 Class 12/5/22-12/9/22

CNA Testing All Week (Non CNAs in clinical all week)

Week #19 Class 12/12-12/16/22

Topics: Jeff Hartz-Careers, Job Seeking Skills: Professionalism, Interviewing, Job Application, Portfolio: Resume, Cover Letter, Credentials, Research time in computer lab for Portfolio,

Assign Portfolio Project (**Due Monday, 12/19/22**)

HOSA Christmas Pitch-In/Secret Pal Gift Exchange 12/16/22

Christmas Break-No School December 22, 2022-January 3, 2023

Week #20 Class 1/2/23-1/6/23

Students return January 3, 2023

Concepts in Health and Wellness Chpt. 1 “Current Health Issues”

Personal Wellness Plan Week 1

Med Term Chpt 4 “Integumentary System

Med Term Video & Quiz #1

Week #21 Class 1/9/23-1/13/23

Start clinicals, Chpt. 2 “Building Wellness Skills”, Personal Wellness Plan Week 2,

Med Term Chpt 5 “Respiratory System, Med. Term Video & Quiz #2

Week #22 (No school Monday, January 16, 2023 MLK Day) Class 1/16/23-1/20/23

Clinicals

Concepts in Health & Wellness Chpt. 3 “Managing Stress”, Personal Wellness Plan Week 3,

Med Term Chpt. 6 “Urinary System”

Med Term Video & Quiz #3

Week #23 1/23/23-1/27/23

Clinicals

Concepts in Health & Wellness Chpt. 4 “Mental & Emotional Health”

Everfi-Mental Health Basics-Online Learning Module

Personal Wellness Plan Week 4

Concepts in Health & Wellness Chpt 5 “Resolving Conflict”

Personal Wellness Plan Week 5

Med Term Chpt. 7 “Male Reproductive System”

Med Term Video & Quiz #4

Week #24 1/30/23-2/3/23

Clinicals

Concepts in Health and Wellness Chpt. 6 “Managing Stress”

Personal Wellness Plan Week 6

Med Term Chpt. 8 “Female Reproductive System”

Med Term Video & Quiz #5

Week #25 2/6/23-2/10/23

Clinicals

Concepts in Health & Wellness Chpt. 7 “Sexual Wellness & Reproduction”

Personal Wellness Plan Week 7

Med Term Chpt. 9 “OB & Neonatology”

Med Term Video & Quiz #6

Week #26 2/13/23-2/17/23

Concepts in Health & Wellness Chpt. 8 “The Physically Active Lifestyle”

Personal Wellness Plan Week 8

Concepts in Health & Wellness Chpt. 9 “Nutritional Wellness”

Personal Wellness Plan Week 9

Med Term Chpt. 10 “Cardiovascular System, Immune, Lymph, Blood”

Med Term Video & Quiz #7

- Week #27 **2/20/23-2/24/23 (No School on 2/20/23 President's Day)**
 Concepts in Health & Wellness Chpt. 10 "A Healthy Approach to Weight Management", Personal Wellness Plan Week 10
 Med Term Chpt. 11 "Digestive System"
 Med Term Video & Quiz #8
- Week #28 **2/27/23-3/2/23**
 Clinicals
 Research Week, All about APA
 Concepts in Health & Wellness Chpt. 11 "Tobacco"
 Personal Wellness Plan Week 11
 Med Term Video & Quiz #9
- Week #29 **3/6/23-3/10/23**
 Concepts in Health & Wellness Chpt. 12 "Alcohol & Other Drugs"
 Everfi-Alcohol EDU: Online Learning Prescription Drug Safety, The Opioid Crisis,
 Personal Wellness Plan Week 12
 Clinicals, Med Term Chpt 12 & 13 "Eye & Ear" *Self Study*
 Med Term Video & Quiz #10
- Week #30 **3/13/23-3/17/23 Wednesday, March 15th Virtual Day**
 Concepts in Health & Wellness Chpt. 13 "Infectious Diseases"
 Personal Wellness Plan Week 13
 Med Term Chpt. 14 "Musculoskeletal System"
 Med Term Video & Quiz #11
- SPRING BREAK MARCH 27TH-APRIL 7, 2023**
- Week #31 **4/3/23-4/7/23**
 Clinicals
Class for HOSA testing for HOSA SLC
 Concepts in Health & Wellness Chpt. 14 "Chronic Diseases"
 Personal Wellness Plan Week 14
 Med Term Chpt. 15 "*Nervous & Behavioral Health*"
- Week #32 **4/10/23-4/14/23**
Clinicals or HOSA SLC Tentatively 4/12, 4/13, & 4/14/23
 Continue with Med Term Chpt 15 "*Nervous System & Behavioral Health*"
 Concepts in Health & Wellness Chpt. 16 "Environmental Health"
- Week #33 **4/17/23-4/21/23**
 Concepts in Health & Wellness Chpt 17 "Health & Wellness Throughout the Lifespan" Personal Wellness Plan Week 17
- Week #34 **4/24/23-4/28/23**
 Disease Research Presentations & Prep
- Week #35 **5/1/23-5/5/23**
 Finish Research Presentations
 Med Term Chpt. 16 "Endocrine System"
 Concepts in Health & Wellness Chpt 15 "Safety & Emergency Mgt."
 Personal Wellness Plan Week 15, Emergency Care: Triage, Mass Casualties, Mock Disaster
 Assign ECA, Med Term, & Health & Wellness Study Guides
- Week #36 **5/8/23-5/12/23**
 Personal Wellness Packet Due
 ECA Review & Study Guide-Due 5/10/23
 Med Term Review & Study Guide-Due 5/11/23
 Health & Wellness Review & Study Guide-Due 5/12/23
Supervisor's Appreciation Open House 5/13/23
- Week #37 **5/15/23-5/19/23**

ECA
Med Term Final Exam
Health & Wellness Final Exam
HOSA Senior Breakfast
Week #38 5/22/23-5/26/23 Last Student Day 5/26/23
Guest Speakers: Success in College

If time permits, we will work in a “Healthy Living” Project in which students will be divided into 3 groups and present to 6th graders of New Castle Elementaries.

The instructor retains the prerogative of changing or adjusting the course syllabus to best accommodate the pace of progression and the needs of the students.