# 8/12/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 28 August 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Professionalism in Healthcare

**BRCC Course Rubric:** MAST 1162

**Previous Course Rubric**: HCOR 1160

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 1-3-2

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 15-45-60

**Louisiana Common Course Number:**

**CIP Code:** 51.0801

**Course Description:** Introduces students to the skills, job responsibilities, and desirable attributes needed to secure employment in the healthcare industry. Career decisions and educational growth are discussed. Selected computer applications skills are utilized. Correct verbal and written use of English is emphasized. The course also introduces the American Medical Association (AMA) principles of medical ethics and the law, Patient's Bill of Rights, confidentiality, medical records, and other medical/legal/ethical issues and responsibilities of the Medical Assistant.

**Prerequisites:**  Admission to the Medical Assistant Program

**Co-requisites:** None

**Suggested Enrollment Cap:** 25

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Prepare a personal resume and application for employment.

2. Identify allied health careers and educational requirements for each.

3. Discuss medical law and ethics as it relates to the duties of the Medical Assistant.

4. Explain the role of the Medical Assistant in the Quality Assurance Program.

5. Identify personal and patient defense mechanisms and coping skills.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Homework, quizzes, and examinations

2. Participation in employment activities, i.e. sending resumes, follow-up of application process

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. History of medical assisting and allied health

II. Types and goals of healthcare delivery facilities

III. Appropriate employment areas for medical assistants

IV. Career and advancement opportunities of medical assistants

V. Essential skills required to become employed

A. Resumes, cover letters, application letters

B. Initial contact

C. Interview

D. Completing an application

E. Applicant follow-up with potential employers

VI. Continuing education

VII. Benefit of national certification

VIII. Employer expectations

IX. Federal, state, local regulations

X. Professional demeanor

XI. Mock job interview

XII. Termination of employment

XIII. Professional usage of English

XIV. Maslow’s developmental theory