



# Healthcare Technologies

## Online Course Disclosure

Instructor	E-mail	Phone	Office Hours M-Th	Campus
Rosie Koehler, Program Manager	<a href="mailto:rkoehler@sltac.edu">rkoehler@sltac.edu</a>	(801) 493-8719	By Appointment	SLC
Julia Miller, MA Instructor	<a href="mailto:jmiller@sltac.edu">jmiller@sltac.edu</a>	(801) 493-8728	8:00am- 12:00pm M-Th 1:00pm- 4:00pm	RPC
Margaret Perez, MA Instructor	<a href="mailto:mperez@sltac.edu">mperez@sltac.edu</a>	(801) 493-8770	11:00am- 5:00pm M & Th 11:00am- 8:00pm T & W 11:00am- 3:00pm F	TC
Celeste Skinner, MA Instructor	<a href="mailto:cskinner@sltac.edu">cskinner@sltac.edu</a>	(801) 493-8785	9:00am-6:00pm M-Th	SLC

### Mission Statement

The Salt Lake • Tooele Applied Technology College provides rewarding, competency-based, affordable, and accessible career preparation for youth and adults that meet the needs of Utah employers.

### Introduction

The Healthcare Technologies Program has been developed to provide students with the knowledge and technical skills required by employers in this industry. All programs are taught in an open-entry, open-exit format, and the **Central Sterilization Processing Technician is also offered online**. This means that students can start most programs any Monday and progress through their coursework as quickly as they are able to demonstrate mastery of the required skills **or take the new CPT online course**. The instructor will not be lecturing the entire class at one time, since students will be studying different course materials, but the instructor is available to help students when they need assistance. Students are expected to work at solving problems they encounter prior to asking for assistance as this develops critical thinking and problem solving skills. Self-motivation is a key skill in this program since students are in charge of setting their own deadlines and to maintain adequate progress through the program. These skills are highly desired by employers in this industry.

Each course has a syllabus. Students must **read through the entire syllabus for each of the courses in which they are enrolled since they are required to understand the information and comply with rules and procedures**. Each syllabus lists the materials that are required for the class. It is very important that students purchase all the textbooks, workbooks and student packets required in the syllabus.

## Description

As the largest industry in 2004, health care provided 13.5 million jobs; and 8 out of 20 occupations projected to grow the fastest are in health care. Combining medical technology and the human touch, the health care industry administers care around the clock, responding to the needs of millions of people—from newborns to the critically ill. Healthcare industries are increasingly using new technology, trained personnel and expanding to provide complete medical care, nursing care, and specialized services to mention a few. Many different occupations and professions, such as certified nursing assistant, medical assistant, phlebotomy technician, clinical laboratory assistant, central sterilization processing technicians, and pharmacy technicians to mention a few.

Employment in health care will continue to grow for several reasons. The number of people in older age groups, with much greater than average health care needs, will grow faster than the total population between 2004 and 2014; as a result, the demand for health care will increase.

Employment in home health care and nursing and residential care should increase rapidly as life expectancies rise, and as aging children are less able to care for their parents and rely more on long-term care facilities. Advances in medical technology will continue to improve the survival rate of severely ill and injured patients, who will then need extensive therapy and care

([www.bls.gov/oco/cg/cgs035.htm](http://www.bls.gov/oco/cg/cgs035.htm))

## Online Classroom Resources

Required textbooks, workbooks and student course packets are available for purchase at each campus. Students are responsible to bring their own paper, pencil or pen and a binder or folder to class. When books aren't required, many of the classes have classroom sets of books intended for student use. These classroom books must never leave the room. Some of the books may be available in the bookstore for those students who would like their own copy to work at home, or for reference. **Other online resources are built into the modules of available online courses for the student's convenience and to enhance the learning experience.**

## Certification

**The Certificates of Skill Competence (which may be obtained for completing a specific course), is the type of certification you will receive upon successful completion of the online course.**

Additionally, students may take the tests for industry standard certificates when completing specific courses which are intended to prepare students for those certificates. The Certificate of Skill Competence may be requested by the student after successfully completing a course. This type of certificate provides evidence to employers that a level of competence has been achieved in a course.

## National Certification

**A national certification is available for Central Sterilization Processing Technicians through the International Association of Healthcare Central Service Materiel Management (IAHCSMM) via a written test. This test is administered through an outside testing agency and mandates a 400-hour clinical experience component in order to be eligible to sit for the test. In addition to the mandatory written test requirement, there is also a time limit clause, which states "the written test must be taken within 6 months of successfully completing the test. The written test is time sensitive in relation to the textbook edition used in the training program, thus each student must make sure to verify the allowable testing time frame for the textbook they will or are using (for more information on the national association & test information, please visit [www.IAHCSMM.org](http://www.IAHCSMM.org)).**

## Classroom or Other Approved Facilities Code of Conduct

Students must adhere by the following guidelines:

- Come to class prepared to work and learn
- Stay on task
- Follow SLTATC's policies (available on the website at [www.sltatc.edu](http://www.sltatc.edu))
- Follow the safety procedures for each classroom, as applicable
- Follow the classroom rules
- Respect the rights and property of others
- Practice proper care while using classroom equipment
- Use appropriate language
- Refrain from bringing food or drink into the classroom/lab desk area

## Student Responsibilities

All students are accountable for the following:

- **Contact your instructor by e-mail to make arrangements for campus or approved facility visits for midterm testing, final testing and skill pass offs.**
- Bring required materials (textbooks, workbooks, course packets, paper, pencil, highlighter) to class.
- Stay engaged and on task (take notes, listen, ask questions, watch videos, work on assignments).
- Log onto Blackboard (the College's course management web page) for course materials, presentations, and examinations.
- Follow the instructor's directions AT ALL TIMES.
- Ask the instructor for assistance when needed; after FIRST having attempted to resolve the problem themselves.

## Evaluation

Students generally receive a passing score when they achieve mastery of 80% for both the theory and of the hands-on and laboratory skill sets. If students do not pass the first time, they may review the course material and re-take the test as outlined in the testing procedure section below. As each module (small sections of the course that take approximately ten hours to complete) is completed, the instructor reviews and provides a Pass/Fail score. These scores are recorded in the Student Information System (SIS) to assist the student and instructor in managing satisfactory progress. High school students requiring a letter grade are provided recommendations based on the following scale:

A = 93% - 100% A- = 90% - 92% B+ = 86% - 89% B = 83% - 85% B- = 80% - 82%

Written or electronic examinations on the course materials may consist of multiple-choice, matching, yes/no, true/false, fill in the blank, diagram labeling, and simulations. Laboratory/practical skills will be demonstrated to the instructor as they are mastered by the student. Testing for practical skills may consist of hands-on demonstrations and or written tests.

It's the student's responsibility to notify the instructor **by e-mail** each time a module has been completed. **The student must do so in-person, and must bring along the program / course MODULE COMPLETION SHEET along. The instructor will record the module completion grade in SIS once the required score is obtained and the correct documentation has been submitted.** Instructors will **contact** each student at least once every month to review the student's goals and progress and to assist the student in maintaining satisfactory progress. **It is the responsibility of the student to communicate with the instructor regarding progress and with questions regarding the course or testing.**

### **Satisfactory Progress**

Students are required to maintain satisfactory progress as they progress through their training program/course(s). Satisfactory progress means that students must master competencies in no more than one and one-half times the standard completion time. Students who fail to maintain satisfactory progress will be required to meet with a student advisor to develop a plan to correct the situation. Ongoing failure to maintain satisfactory progress may result in disciplinary action.

### **Professionalism**

For all the Health Care Technologies Program, students must conduct themselves as if they were at their place of employment. Therefore, students are expected to attend regularly and on time, follow rules and procedures, remain respectful of coworkers and supervisors (students and instructor), and dress appropriately for the occupation. Sandals, flip flops, shorts, tank tops, and low cut shirts are examples of inappropriate attire for this profession. Students exhibiting behaviors that inhibit learning in the program will be subject to disciplinary action. It is expected that students be on time, work while in class and laboratory, and stay the entire duration of the scheduled class time.

### **Classroom or Approved Facility Computer Use**

Students must adhere to the Computer Resources Acceptable Use policy that is signed during the orientation. Students will adhere to the following guidelines:

- Use the internet appropriately
- Not use streaming audio over the internet
- Not attempt to "hack" the computers
- Not violate copyright laws
- Use the equipment appropriately to prevent damage
- Not use the printers for personal use unless permission is obtained from the instructor
- Always leave the computers on, but will make sure to log off when finishing for the day
- Not bring food or drinks near computers

### **Cheating/Stealing**

Cheating and/or stealing will not be tolerated. Any student who is caught will be subject to disciplinary action, consistent with the standards of due process, which may include termination from the program and law enforcement action.

### **Cellular Phone Use**

Cellular phones will be turned to silent mode BEFORE ENTERING THE CLASSROOM. If the phone does not have a silent option it must be turned off while in class. NO CELL PHONE MAY BE ANSWERED in the classroom—if it's an emergency, excuse yourself, leave the classroom, and either answer or return the phone call in a non-disturbing area (please abstain from using your cell phone outside the classroom or any other program's classroom—as it is extremely disruptive). While a student is taking an examination, his or her cell phone MUST be in OFF MODE.

### **Due Process**

The College shall strive to provide clear and precise standards and regulations concerning student conduct and to administer these standards in an equitable manner. Due process provides that students shall receive notification of statements or charges made against them in a timely manner and shall have the opportunity to respond to such charges prior to any action taken by the College. The procedures for due process are easily accessible through the College's website at [www.sltatc.edu](http://www.sltatc.edu).

### **Grievances**

Eligible grievances are those which occur(ed) while a student IS / WAS officially enrolled at the SLTATC. The complete grievance policy is easily accessible through the College's website at: [www.sltatc.edu](http://www.sltatc.edu). Students who wish to discuss a concern are encouraged to address the concern with the instructor first. If this is impossible, students may address their concern with the program manager (please refer to the cover page of this document to identify the Program Manager's information). This process allows students the opportunity to exercise real world chain of command communication.

### **Termination**

Termination from the program will be for a period of 10 weeks. After that period, a student is eligible to re-enroll in the class, provided there is availability. Students with more than one termination will not be allowed to enroll any Healthcare Technologies Program.

### **Students with Disabilities**

Students with disabilities who wish to request an accommodation must contact the ADA Coordinator in the Student Services Office and follow the appropriate procedures for obtaining an accommodation. If, after evaluation, an accommodation is approved by the ADA Coordinator, the instructor will receive a letter regarding the accommodation.

## Classroom Testing Procedures

Please adhere by the College testing procedures as follows:

1. The student advises the instructor that he/she is ready for a test.  
Note: Tests will not be given less than one hour before closing time.
2. The student logs in to the network, logs-in to his or her Blackboard account, selects the test, and asks the instructor to type in the password. **If computer access is not available the instructor/proctor may provide a written test for the student to complete. This must be turned in for grading within the time-limit given.**  
Note: No materials are allowed at or near the computer station during testing time; and cell phones must be away from the computer station on OFF MODE.
3. The student completes the test on the same day it is started—Blackboard will immediately grade it and provide the student a grade for feedback.
4. The student then needs to provide the instructor with the SKILLS SHEET to mark it appropriately. The instructor(s) are responsible for updating the test results in the SIS in a timely manner.

If a student wishes to contest a question he/she feels was graded incorrectly, the student must provide documentation from the training material supporting his/her position that an answer is correct. This documentation must be emailed or given directly to the instructor. Once the instructor has made a decision, the student will be advised of the decision, either in person, phone or via email. If it is determined that the contested answer was correct, the test score will be updated accordingly.

## Online Testing Guidelines

Please remember to abide by the College Online Testing procedures as follows:

1. All module tests are located on the web-based learning environment system called Vista CT.
2. All module tests are time sensitive.
3. Students have three opportunities to complete the tests within the modules, and must achieve a minimum average of 80% to receive credit.
4. Midterm and Final tests must be proctored and completed at one of the SLTATC campuses or at an approved facility and must be passed with a minimum of 80% to receive credit.
5. Skill pass offs are completed at the end of each module with a proctor/instructor present. Students must contact the instructor to schedule a time at one of the SLTATC campuses or at an approved facility.
6. If an exam is not satisfactory passed with an 80% or better, the student must then make an appointment with the instructor to discuss progress and grades. The instructor will then evaluate the student's file and make a decision on the next course of action for the student to take.