

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ALMA 155

Course Title: Emergency Preparedness

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): 1

Effective Date: Fall 2014

Assessment Goal Per Outcome: 74%

COURSE DESCRIPTION

This course provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders. Admission to the program is not necessary to enroll in this course.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

Corequisite: Clinical Aspects of Medical Assisting or program coordinator approval.

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,

- identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
 3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
 4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

The student should be able to:

1. Examine the role of the Medical Assistant in emergency preparedness.

- A. Describe the role of the Medical Assistant in emergency preparedness.

Domain: Cognitive Level: Application

You will demonstrate your competence:

1A.a. in a written assessment

Your performance will be successful when:

1A.a. you describe the role and responsibilities of the Medical Assistant

1A.b. you identify the roles of the other health care team members

1A.c. you relate the role of the Medical Assistant to the health care team

- B. Maintain of community resources for emergency preparedness.

Domain: Cognitive Level: Application

You will demonstrate your competence:

1B.a. by identifying community resources

Your performance will be successful when:

1B.a. list includes name of each resource

1B.b. list includes contact information

1B.c. list includes a summary/description of each resource as it relates to emergency preparedness

1B.d. list is organized and professionally presented

2. Identify safety signs, symbols and labels.

Domain: Cognitive Level: Analysis

You will demonstrate your competence:

2.a. in a written assessment

Your performance will be successful when:

2.a. you identify safety signs, symbols and labels

- 2.b. you interpret the signs, symbols, and labels
- 2.c. you identify the appropriate use of signs, symbols and labels
- 2.d. you read an MSDS sheet

3. Demonstrate the use of safety equipment.

Domain: Psychomotor Level: Practice

You will demonstrate your competence:

3.a. in a skill demonstration

Your performance will be successful when:

- 3.a. you demonstrate the use of an eyewash
- 3.b. you describe the use of a fire extinguisher
- 3.c. you identify the location of the fire extinguisher
- 3.d. you demonstrate safe sharps disposal

4. Develop safety plans.

A. Develop a plan a personal safety plan.

Domain: Affective Level: Valuing

You will demonstrate your competence:

4A.a. in the development of a plan

Your performance will be successful when:

- 4A.a. plan includes safety information necessary if you are getting ready to leave
- 4A.b. plan addresses safety during violence
- 4A.c. plan includes safety at home
- 4A.d. plan includes safety during an order of protection
- 4A.e. plan includes drug and alcohol safety
- 4A.f. plan includes emotional health protection

B. Develop an environmental safety plan.

Domain: Affective Level: Valuing

You will demonstrate your competence:

4B.a. in the development of a written plan

4B.b. in a skill demonstration

Your performance will be successful when:

- 4B.a. you setup the staffing of a point of distribution site
- 4B.b. you write a control of contamination policy which includes PPE and patient isolation
- 4B.c. you utilize a laboratory response network
- 4B.d. you develop a procedure for evacuation a healthcare facility
- 4B.e. you identify methods of maintaining protection of medical records
- 4B.f. you demonstrate effective communication with patients in the aftermath of a disaster

C. Identify an evacuation safety plan.

Domain: Cognitive Level: Analysis

You will demonstrate your competence:

4C.a. by developing a written facility evacuation plan

Your performance will be successful when:

4C.a. you include a map

- 4C.b. plan includes means of reporting fires and other emergencies
- 4C.c. plan includes evacuation procedures and emergency escape route assignments
- 4C.d. plan includes procedures to account for all employees after an emergency evacuation has been completed
- 4C.e. plan includes rescue and medical duties for those employees who are to perform them

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

- I. Understanding and Preparing for Medical Emergencies
- II. Accidental Injuries
- III. Common and Less Common Illnesses
- IV. Common Psychosocial Emergencies
- V. The Patient Under Stress
- VI. Educating the Patient
- VII. Disasters and Bioterrorism

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to complete online assignments, reading assignments, chapter reviews, case studies as assigned, participate in discussions with other classmates on topics determined by instructor, complete assignments and examinations of knowledge, and demonstrate skill competency.

The student must participate in all activities, as well as accurately complete assignments and examinations in order to receive a passing grade in this course

The comprehensive final examination for this course will take place during the scheduled finals week of the enrolled semester. Further details and information will be provided closer to time of exam.

GRADING SCALE

94-100%	=	A
84-93%	=	B
74-83%	=	C
64-73%	=	D
63% or less	=	F

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES