

Department of Life Sciences – Allied Health Programs

**Allied Health & Gerontology Advisory Board Meeting**

**Friday, April 28, 2023, at 02:00-03:30 PM**

*Please register in advance:*

[**https://laccd.zoom.us/meeting/register/tZIucuvrTIvG9MYsc3bujW2TbaC\_7exMiIc**](https://laccd.zoom.us/meeting/register/tZIucuvrTIvG9MYsc3bujW2TbaC_7exMiIc)

**Agenda**

* 02:00 – 02:15 PM: Introduction
* 02:15 – 03:25 PM

Review of **current Allied Health Programs**

* + - Health Occupations Fundamentals Certificate
    - Certified Nurse Assistant & Home Health Aide Training Programs
    - Medical Billing & Coding Fundamentals Certificate
    - Pharmacy Technician Certificate and Associate Degree Program
    - Medical Office Administrative Assistant Certificate

⯎ **Gerontology Program-** Changes

**Review of approved programs at the last advisory board meeting**

* + Vocational Nursing Program Certificate
  + Cardiovascular/EKG Training Program - Certificate
  + Phlebotomy Technician I - Certificate

**Additional Programs to be Offered:**

* Medical Assistant Program
* In-Home Supportive Services Providers-

⯎ Discussion & Recommendations for Improvement

-Job Skills Validation

-Course & Curriculum Validation

-Employment/Externship

* 03:25 – 03:30 PM

⯎ Final comments & Adjournment

*\*Included in I-Train*

**Health Occupations Fundamentals**

Certificate of Accomplishment/Skill Certificate **(9 Semester Units)**

**Description**: Health Occupations offer satisfying and rewarding careers in fields that serve others and improve the health of individuals in the community. This certificate introduces students to fundamentals in health occupations. The courses introduce students to basic Knowledge and skill sets required in health care as well as cultural and legal issues in health occupations. This certificate will serve as a stepping-stone for other allied health programs.

**HEALTH OCCUPATIONS 062:** **SKILL SET FOR THE HEALTHCARE PROFESSIONAL** *(2.00 SU)*

This Course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring and basic first aid, therapeutic communication and basic health documentation.

**HEALTH OCCUPATIONS 063:** **BASIC MEDICAL TERMINOLOGY, PATHOPHYSIOLOGY AND PHARMACOLOGY FOR THE HEALTHCARE PROFESSIONAL** *(2.00 SU)*

This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology.

**HEALTH OCCUPATIONS 064:** **CULTURAL AND LEGAL TOPICS FOR HEALTHCARE PROFESSIONALS***(1.00 SU)*

This Course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professional

**HEALTH OCCUPATIONS 065:** **FUNDAMENTALS FOR THE HEALTHCARE PROFESSIONAL** *(2.50 SU)*

This Course explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills and personality traits of a health care professional. There will be an *externship* during which area employers will introduce students to direct and indirect patient care opportunities.

**ALLIED HEALTH 021:** **BASIC LIFE SUPPORT FOR THE HEALTHCARE PROVIDER** *(0.50 SU)*

This Course is designed to teach *CPR to healthcare providers* and interested students. This Course covers infant, child, and both one-rescuer and two-rescuer adult CPR. Treatment of the choking patient and heart disease prevention is also included. Successful course completion earns an American Heart Association Basic Cardiovascular Life Support Card for the Healthcare Provider, valid for two years.

**ALLIED HEALTH 100:** **JOB APPLICATION SKILLS FOR HEALTHCARE** *(1.00 SU)*

This Course is designed to help students develop the skills necessary to gain employment in healthcare industry.

**Certified Nurse Assistant and Home Health Aide**

Certificate of Achievement **(17.5 Semester Units)**

**Description**: The Certificate of Achievement in Certified Nurse Assistant and Home Health Aide prepares students for a career in an area with a high demand for employment. Students will learn to become Certified Nurse Assistants/Home Health Aides in long-term care facilities, acute-care settings, and home-care settings.  Emphasis is given to safety principles, infection control, methods for providing physical care and emotional and social support.  Also included are: medical legal issues, patient cultural differences, anatomy and physiology, pathophysiology, digital literacy, and resume/interview preparation, including practice interviews through LA Chamber of Commerce. *The California Department of Public Health (CDPH) and the Red Cross certify the Certified Nurse Assistant and Home Health Aide programs of study*.  Upon successful completion of the program, the student is eligible to take the State of California Certification Examination.

**Nursing Healthcare Ancillary (NRS-HCA 399A): Nurse Assistant training** *(6.00 SU)*

This Course will provide students with an introduction to the health care field, working with residents/patients in the long-term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this Course, students will be eligible to take the California's Nurse Assistant Certification Examination.

**Nursing Healthcare Ancillary (NRS-HCA 399B):** **Home Health Aide training** *(2.00 SU)*

Introduces students to the health care field, working with residents/patients in long-term care facilities, the acute care setting and the home care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this Course, the student is eligible to apply for certification as a Home Health Aide in the state of California.

**Nursing Healthcare Ancillary (NRS-HCA 56):** **Essential Practical Skills for Nurse Assistants** *(1.00 SU)*

Focuses on reinforcing and integrating the Certified Nurse Assistant duties and skills required to assist patients in long term care facilities with activities of daily living.

**ALLIED HEALTH** **021:** **BASIC LIFE SUPPORT FOR THE HEALTHCARE PROVIDER** *(0.50 SU)*

*Students are eligible to apply for the LAMC certificate upon successful completion of the nursing courses listed above and the Health Occupations courses (17.50 semester units).*

**Fundamentals of Medical Billing & Coding Certificate**

Certificate of Achievement **(18 Semester Units)**

**Description:** This certification prepares students to assume entry level medical office duties and responsibilities. It also prepares students for career advancement and training in the use of current computer application programs, medical/hospital billing procedures and medical records procedures. The program provides basic skills that promote success in the workplace. Typical positions include medical clerk, medical office assistant, billing clerk and medical office staff.

**HTHTEK 100: Introduction to Health Information Technology** *(3.00 SU)*

This Course is an introduction to the Health Information Management (HIM) profession and the record keeping practices in alternative health care delivery systems. Emphasis is placed on the development, maintenance, and content of patient health records, including format and documentation requirements, filing and number system, medical staff organization, regulatory and accrediting agencies.

**HTHTEK 103: Introduction to Basic Coding HTHTEK 103** *(3.00 SU)*

This Course introduces the use of the International Classification of Diseases Clinical Modification (CM) codes for diagnoses and Procedural Coding System (PCS) to code procedures. Students learn to analyze clinical disease processes, use diagnosis and procedural terminology, sequence and assign codes correctly using current coding manuals and computerized encoder.

**HTHTEK 110:** **Ambulatory Care Coding** *(3.00 SU)*

This Course introduces the practice and principles of classification systems utilized in alternate health care facilities. Classification systems studied include Diagnostic and Statistical Manual of Mental Disorders (DSM), Systematized Nomenclature of Medicine (SNOMED), Ambulatory Payment Classification (APC), Healthcare Common Procedural Coding System (HCPCS Level II) used for reimbursement of outpatient services rendered.

**HTHTEK 230: Electronic Health Records in the health** *(3.00 SU)*

This Course is designed to provide health information students with the basic Knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting. The importance of national, regional, and state initiatives will be discussed in addition to practical experience using software.

**HEALTH OCCUPATIONS 063:** **BASIC MEDICAL TERMINOLOGY, PATHOPHYSIOLOGY AND PHARMACOLOGY FOR THE HEALTHCARE PROFESSIONAL** *(2.00 SU)*

**HEALTH OCCUPATIONS 065:** **FUNDAMENTALS FOR THE HEALTHCARE PROFESSIONAL** *(2.50 SU)*

**Elective Course** *(0.50 SU)*

*Students are eligible to apply for the LAMC certificate upon successful completion of the health information technology courses listed above and the Health Occupations 063, 064, & 065 courses (5.50 semester units).*

**Pharmacy Technician Degree**

Basic Certificate – Certificate of Achievement **(20 Semester Units)**

Associate Degree in Pharmacy Technician **(60 Semester Units)**

**Description**: Upon successful completion of the required coursework students are eligible to apply for the State of California Pharmacy Technician licensure and are prepared to work in outpatient, inpatient, and home health care pharmacy settings. In this program, students acquire the fundamental pharmacy technician skills in an outpatient, inpatient, or home health care pharmacy setting and learn to apply ethics related to the pharmacy technician profession.

**PHRMCTK 21: Retail Products for Pharmacy Clerks** *(3.00 SU)*

Designed for the Pharmacy Clerk student to provide basic Knowledge about Over-the-Counter (OTC) products in relation to their accepted therapeutic uses. Students will understand the steps involved in safely choosing a non-prescription product.

**PHRMCTK 23: Introduction to Pharmacy** *(2.00 sU)*

Examines the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This Course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice.

**PHRMCTK 29: Body Systems I** *(3.00 su)*

Students will learn the indications, dosage, and adverse effects of prescription medications, nonprescription medications, and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will master an understanding of basic anatomy, physiology, pharmacology, and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

**PHRMCTK 30: Body Systems II** *(3.00 su)*

Students will learn the indications, dosage, and adverse effects of prescription medications, nonprescription medications, and alternative therapies used to treat diseases affecting the nervous, endocrine, gastrointestinal, reproductive, immune, ears/nose/throat, and dermatologic systems. Students will master an understanding of basic anatomy, physiology, pharmacology, and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

**PHRMCTK 31: Pharmacy Calculations** *(2.00 SU)*

Students will learn calculations related to drug dosage, measurements of strength, and preparation of medications. This Course also includes inter-conversion of units in the metric and common systems of measurement. Emphasis is placed on unit-cancellation for solving pharmacy problems. This Course includes a strong verbal component.

**PHRMCTK 32: Pharmacy Operations** *(4.5 su)*

Examines processing, handling, and preparing medications and medication orders in both the outpatient and compounding pharmacy settings in a manner consistent with the legal and ethical guidelines. This Course will prepare the students to master the skills needed to begin an outpatient pharmacy externship

**PHRMCTK 34: Community Pharmacy Externship** *(2.5 su)*

The externship will give students the opportunity to apply and practice skills developed in other pharmacy technician courses in a community or outpatient pharmacy

*Students are eligible to petition for Associate Degree in Pharmacy Technician upon successful completion of additional general education courses for a total minimum of 60 semester units.*

**Medical Office Administrative Assistant**

Certificate of Achievement **(16 Semester Units)**

This certificate is designed to prepare students to perform entry-level administrative tasks in the offices of healthcare practitioners or other healthcare facilities. The tasks include communications with patients for case histories, scheduling appointments, updating and maintaining records, and familiarity with customer billing and electronic health records.

**HEALTH OCCUPATIONS 062:** **SKILL SET FOR THE HEALTHCARE PROFESSIONAL** *(2.00 SU)*

**BIOLOGY033 - Medical Terminology**

Examines medical vocabulary by examining the meanings of word components: roots, suffixes, and verbs. It is ideal for allied health professionals and allied health students. Emphasis is on words used in clinical medicine.

**HEALTH OCCUPATIONS 064:** **CULTURAL AND LEGAL TOPICS FOR HEALTHCARE PROFESSIONALS***(1.00 SU)*

**HEALTH OCCUPATIONS 065:** **FUNDAMENTALS FOR THE HEALTHCARE PROFESSIONAL** *(2.50 SU)*

**ALLIED HEALTH 021:** **BASIC LIFE SUPPORT FOR THE HEALTHCARE PROVIDER** *(0.50 SU)*

**ALLIED HEALTH 100 (NEW):** **JOB APPLICATION SKILLS FOR HEALTHCARE** *(1.00 SU)*

**HTHTEK 100: Introduction to Health Information Technology** *(3.00 SU)*

**HTHTEK 103: Introduction to Basic Coding HTHTEK 103** *(3.00 SU)*

**Approved Programs At The Last Advisory Board Meeting**

**Vocational Nursing Training Program**

Certificate of Achievement **(37 Semester Units)**

**Description**: The Vocational Nursing curriculum prepares students to apply for licensure as a Licensed Vocational Nurse (LVN) in the state of California. Emphasis is on nursing care of clients with physical and mental disorders, health promotion activities of the nurse, human development, and the application of basic nursing skills in the care of individuals throughout their lifespan. Once licensed, the LVN may seek employment in hospitals, clinics, private physicians' offices, and skilled nursing facilities.

### NURSING070 Fundamentals Nursing Skills Laboratory (1 Unit)

### This Course prepares students to develop the fundamental skills to practice vocational nursing. Students will learn the concepts of communication techniques, documentation, and legal and ethical considerations within the healthcare system.

### NURSING071 Fundamentals of Patient Care for Vocational Nurses (10 Units)

### This Course prepares student in the fundamentals of Vocational Nursing and introduces students to integration of theory, clinical, and simulation with a focus on evidence-based patient centered nursing care.

### NURSING072 Medication Administration for Vocational Nurses (3 Units)

### This Course introduces the vocational nurse students to drug classification, administration, mechanisms of action, adverse effects, and dose calculations.

### ****NURSING073L Nursing 073 Intermediate Nursing Skills Laboratory (1 Unit)****

This Course introduces students to the continued development and application of the nursing process in the performance of complex vocational nursing procedures. Application of critical reasoning and prioritization related to safety, emotional support, communication, and client teaching, are integrated throughout the Course

**NURSING074 Intermediate Vocational Nursing (10 Units)**

This Course presents progression in vocational nursing utilizing the nursing process to assist students develop clinical competency to safely care for the medical-surgical clients with complex problems. Expansion on concepts of cultural proficiency, therapeutic communication, and client advocacy are integrated throughout the Course.

**NURSING075 Mental Health Nursing For Vocational Nurses (2 Units)**

This Course utilizes the nursing process to integrate nursing responsibilities of data collection, planning interventions, reporting and documentation when caring for clients with psychiatric-mental health conditions. Mental health nursing theory and concepts are integrated to promote and maintain safe, developmentally appropriate health care for culturally diverse psychiatric-mental health clients across their lifespan.

**NURSING076 Advanced Vocational Nursing Leadership and Medical-Surgical Nursing (10 Units)**

This Course assists vocational nursing students to develop skills required to care for maternal-newborns and pediatric clients in medical-surgical and acute care settings. Concepts of Emergency and disaster nursing, community nursing, leadership, and supervision are integrated in this Course. In addition, students will be prepared to learn about the current trends in vocational nursing, career opportunities, job application, and preparation for licensure examination. Clinical experiences are provided in area hospitals, community agencies, and public health clinics.

**Electrocardiography (EKG) Technician Training**

Certificate **(Non-Credit- 54 Hours)**

**Description:** The EKG Technician Training program prepares students to gain the necessary skills required to work as entry-level EKG Technicians in healthcare settings. Students learn and practice the fundamental skills related to operating the EKG machine. Topics include EKG interpretation, medical disease processes, cardiac medications, medical and legal aspects of patient contact, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other EKG practices, echocardiography, Holter monitoring preparation, stress testing preparation, identification of emergencies, and appropriate interventions, use of an AED, safety, and prevention of disease transmission.

Learning Outcomes: Upon completion of this program, students will be able to analyze and apply the EKG skills as required by the National Health career Association (NHA).

**VOC ED384CE : EKG Technician**

In this course, students gain the necessary skills required to work as an electrocardiogram (EKG) technician. Students learn and practice the fundamental skills related to operating, applying leads, and interpreting an EKG.

**VOC ED353CE First Aid and Basic CPR Training**

This Course provides students with Knowledge and skills required to prepare to take the Basic CPR and First Aid exam through the American Heart Association.

**Phlebotomy Technician Training**

Certificate **(Non-Credit-144 Hours)**

The Phlebotomy Technician Training certificate prepares students to gain the necessary skills required to work as Phlebotomy Technician in healthcare settings. Students learn and practice the skills related to basic infection control, universal precautions and safety, basic anatomy and physiology of body systems with emphasis on the circulatory system and appropriate medical terminology, specimens' collection and storage, preparation, and care of skin puncture sites, application of basic concepts of communication, professional conduct, patient confidentiality, and legal issues. Upon completion of this training program students can apply to take the certification exam.

Learning Outcomes: Upon completion of this program students will be able to analyze and apply the fundamental Phlebotomy Technician Training skills as required by the California Phlebotomy Certification Exam.

**VOC ED381CE Phlebotomy Technician I (90 Hours)**

This Course will introduce students to the basic concepts of phlebotomy and skills that serve as a foundation for the individuals seeking certification as phlebotomist.

**VOC ED382CE Phlebotomy Technician I Practicum (54 Hours)**

This Course provides the clinical laboratory experience in phlebotomy required to qualify for the examination of Certified Phlebotomy Technician I.

**Additional Programs To Be Offered:**

**Medical Assistant Program**

CERTIFICATE/AA

Students will gain the Knowledge and skills needed to successfully perform the duties of an entry-level medical assistant in the back office environment. Topics will include vital signs and measurement, preparing patients for examination, assisting the physician during an exam, collecting blood, and other lab specimens.

**In-Home Supportive Services Providers**

CERTIFICATE

Students gain the skills needed to be In-Home Supportive Services (IHSS) Providers to enable individuals to live in their homes without danger to their health and safety.

⯎ Discussion & Recommendations for Improvement

-Job Skills Validation

-Course & Curriculum Validation

**Academic, Technical, & Soft Skills for Career Success**

A group of people in matching outfits holding a sign

Description automatically generated with low confidence

