

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

<u>COURSE NUMBER:</u>	HEAL 112
<u>COURSE TITLE:</u>	POLICY AND PERFORMANCE SKILLS
<u>SEMESTER CREDIT HOURS:</u>	1
<u>DEPARTMENT:</u>	Health Care
<u>DIVISION:</u>	Workforce Education/Community Service
<u>PREREQUISITE:</u>	None

COURSE DESCRIPTION:

This course is designed to familiarize participants with nursing home procedures and policies and their differences. The three types of communications are explained along with techniques that might aide or hinder them. Resident's rights are also discussed.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Explain nursing home procedures and policies.

- Describe the term "Team Concept" as it relates to nursing homes.
- Discuss comprehensive program development.
- Differentiate between a policy and a procedure.
- Identify items that should be included in a department budget

2. Explain the 3 types of communication.

- Discuss communication in a therapeutic setting.
- Distinguish between the three types of communications: verbal, non-verbal, and written.
- Identify techniques that enhance and those that impede communication.

3. Explain resident's rights.

- List basic Resident rights.