Course Syllabus

COURSE: HPRS1205.151 2024SP (2:2:0) Essentials of Medical Law/Ethics for Health Professionals
SEMESTER: Spring 2024
CLASS DAYS: Online
CLASS TIMES: Online
INSTRUCTOR: Paul Landsman BAS, CST
OFFICE: Reese Center, Building 2, Room 223A OFFICE HOURS:
OFFICE PHONE: 806-716-4642
EMAIL: plandsman@southplainscollege.edu

"South Plains College improves each student's life."

GENERAL COURSE INFORMATION
*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus, SPC Student Handbook, and Program Handbook. *

COURSE DESCRIPTION
This course is an introduction to the relationship between legal aspects and ethics in health care, with emphasis on responsibilities of health care professionals.

COURSE OBJECTIVES AND LEARNING OUTCOMES
The Cognitive Domain Objectives:
- Identify and discuss the rights of the health care consumer
- Describe the process used to obtain an informed consent for surgical treatment and discuss the legal restrictions involved
- Demonstrate an understanding of common legal terms used in the health care field
- Demonstrate understanding of governmental and regulatory agency and risk management requirements
- Cite examples of ethical situations, problems, and solutions in the health care setting

The Psychomotor Domain Objectives:
- None

The Affective Domain Objectives:
- Discuss the principle of documentation in the health care environment
- Interpret ethical, moral, and legal responsibility
- Interpret legal responsibilities of the surgical technologist and other surgical team member

OUTCOME ASSESSMENT METHODS
Assessment methods for this course are both formative and summative.
Formative assessments include:
- Discussions

- Unit exams
- Classroom (Movie: Something the Lord Made)
- HIPAA research paper
- Malpractice research paper

Summative assessments include:
- A comprehensive final exam.

Evaluation methods

Computer-based exams, written exams, written assignments, quizzes, skills base exams, and other projects as assigned.

Instructional methods

Methods of Instruction may include:
- Lecture
- Discussion
- Audio-Visual
- Reading assignments
- Written assignments
- Exams

GRADING FORMULA

A minimum of 75% on all exams and assignments is required to receive a passing grade for that exam or assignment. Students must earn an overall grade of 75% or better for each course section to pass that section.

Grades in this course will be determined using the following criteria:
The course grade will be determined by a combination of major exams, chapter homework, quizzes, and a comprehensive final exam. Exam dates will be announced. The following guidelines will be followed regarding coursework:

1. The student is expected to complete the exam at the scheduled time. Make-up exams will **NOT** be given.
2. Late assignments will not be accepted.
3. Discussion posts and weekly assignments will be due Sunday at midnight.
4. The final exam is comprehensive.
5. All coursework will be open at the same time. Feel free to work ahead of schedule. HOWEVER, please note that all work will have due dates and must be done by the dates assigned.

Assessment Tools	%
MindTap – Chapter Assignments (7)	10%
Chapter Exams (6)	20%
Comprehensive Didactic Final Exam	25%
Case Study and PPT	20%
Lab Instrument Exams	20%
Lab Grade	5%

Percentage Score	Grade
90-100	A
80-89	B
75-79	C
0-74	F

A final grade average of C (75) must be maintained in all Surgical Technology classes. You must pass this course to proceed to the next semester. Failure to maintain grades will be a dismissal of the SRGT program.

Grading Policies

To successfully complete this course, students are required to achieve a grade of 75% or higher. Those who do not meet this passing requirement will not be permitted to proceed within the SPC program.

ASSIGNMENT SUBMISSION POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up. See the instructor for more specific information.

Exam Policy

The majority of student 'written' exams will be administered via computer to prepare them for the National Registry exam and some exams will be handwritten which will encourage memory and mastery of the material. Students should practice proper spelling and grammar when answering a written exam.

Additionally, many exam questions will be constructed in the same manner as national registry questions, allowing students to prepare for that testing format.

Proctorio Policy

This course uses a tool called Proctorio. Proctorio is a remote proctoring service software that works within your web browser to confirm student identity and monitor students taking quizzes/exams.

Before Using Proctorio

- In order to use Proctorio, you must have a **basic webcam or built-in camera with microphone** enabled on your laptop or desktop computer.
- You must have the **Chrome browser** on your computer. Download Chrome.
- You must install the Proctorio Chrome extension (Links to an external site.).
- Check the Proctorio Minimum System Requirements (Links to an external site.) to ensure Proctorio will work on your computer.
- You will also be required to show a **government or school issued ID** before accessing the **Student Learning Contract** (next page). You will also need to show your ID if your instructor is requiring Proctorio for any quizzes/exams.

Proctorio FAQs

Q: Do I need a password to get into the exam?
A: NO, if you are getting a password alert, you will need to make sure ALL TABS are closed, and you are following the proctorio instructions.

Q: Can I listen to music while taking the exam?
A: Please refrain from doing so; if there are high noise levels, your exam will be flagged.

Q: Is someone watching me take the test since it is proctored (via Proctorio)?
A: Absolutely not! Although you are being recorded while taking the quiz/exam, the instructor is the only one who has access to your quiz/exam attempt.

Q: What if I have to get up to use restroom during the quiz/exam?
A: Similar to on-site exams, this is highly discouraged! If you MUST leave the room, please send your instructor a message (Canvas Inbox) letting them know that your quiz/exam attempt might be "flagged." Please do your best to plan ahead and "go" before beginning the quiz/exam!

Q: Can I take the quiz/exam from any location?
A: You may take the quiz/exam from any location as long as you have a strong Internet connection. You should be in a quiet environment and strive to limit your outside distractions as well.

Proctorio Technical Support
(760) 227-7129 - Available 24/7 (This is a phone number just for Coastline students.)
Email: support@proctorio.com

SPC Campus Policies

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, COVID, and Campus Concealed Carry, please visit: https://www.southplainscollege.edu/syllabusstatements/

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

Attendance:

Even though this is an online class, students still have to access the course on a regular basis. The WebCT/Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course and number of messages sent and opened. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. If you fail to log into the course on a regular basis, I will drop you from the course. I will alert you to this problem as necessary. The minimum requirements to be successful in this course are at least TWO (2) days per week. THIS IS A MINIMUM. Since this is an online course your attendance is measured by logins.

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive, as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Ctrl+Click here to review the college attendance policy.

Drop and Schedule Change:

Students should submit a **Student Initiated Drop Form** online**.**

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters**.

Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php or by calling 806-716-2366.

Syllabus Statements
For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry.
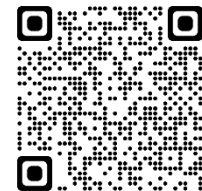
Ctrl+Click here to review SPC syllabus statements.

COMMUNICATION
Email
Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. I will utilize Remind messaging and you may communicate with me this way also. The instructor will not initiate communication using private email accounts. Students are required to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for directions. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

Social Media
FACEBOOK/INSTAGRAM
The Surgical Technology Program has a Facebook page at https://www.facebook.com/SPCSurgicalTechnology . In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program

activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, to access this page.

Students are NOT allowed to contact faculty (full-time or part-time) through ANY Social Media platforms. This form of contact is not acceptable and extremely unprofessional and could result in dismissal from the Surgical Technology Program.

RESOURCES
Blackboard
Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

Text and Course materials:

Ethics of Healthcare Management: A Guide for Clinical Practice 4th Edition
ISBN-10 : 9781285854182
ISBN-13 : 978-1285854182

Textbook(s):
Surgical Technology for the Surgical Technologist: A Positive Care Approach, 5th ed., AST (**Text**) **and MindTap**

Any free podcast app will be required to listen to Dr. Death season 1 podcasts. This podcast is free, with commercials, and should not cost any additional money.

Computer: Needed for all exams, homework, and assigned projects. While a personal computer is not mandatory, multiple computer labs are available for student use during school hours, and laptops can be borrowed for in-class exams.

Dropbox: Each student must have a Dropbox account for the duration of the Surgical Technology Program. The Program Director or course instructor may request the uploading of files through this platform at various points throughout the course. This is FREE for every student.

SPC EMAIL – Students are required to have their SPC email in working order at all times.

Remind – Students are required to sign up for Remind for the duration of the Surgical Technology Program, this is used for program communication. Students may use Remind system to alert the instructor after 7:00 am and before 8:00 pm. This system is NOT for use on testing, assignment or project questions please email the course instructor.

Additional Classroom Requirements:
METHODS OF TEACHING
- Lecture
- Question and Discussion
- Quizzes
- 2 written assignments

Computer Usage:
As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered

students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

Computer Lab Usage:
The computer lab(s) on any campus may be used by students during scheduled hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

Course Schedule is subject to change by Faculty

Week 1: January 16th – 21st
Syllabus Review
Chapter 1 Introduction: Obligations of a Professional
Discussion Board Due January 22nd at Midnight

Week 2: January 22nd – 28th
Chapter 2 Human Value Development and the System of Public Law
Discussion Board Due January 29th at Midnight

Week 3: January 29th – February 4th
Chapter 3 Decision Making in Value Issues and Private Law
Discussion Board Due February 5th at Midnight

Week 4: February 5th -11th
Exam Chapter 1,2,3 Due Midnight 2/12

Week 5: February 12th – 18th
Chapter 4 Basic Principals of Healthcare and the Nature of Rights in Ethical Discourse
Discussion Board Due February 19th at Midnight

Week 6: February 19th - 25th
Chapter 5 Confidentiality and the Management of Health Care Information
Discussion Board Due February 26th at Midnight

Week 7: February 26th – March 3rd
Chapter 6 Justice and the Allocation of Scarce Resources
Discussion Board Due March 5th at Midnight

Week 8: March 4th -10th
Exam Chapters 4-6 Due Midnight 3/12
HIPAA Paper Due 3/10

March 11th – 17th   SPRING BREAK!

Week 9: March 18th – 24th
Chapter 7 Role Fidelity
Discussion Board Due March 26th at Midnight

Week 10: March 25th – 31st
Chapter 8 Reproductive Issues

Discussion Board Due April 2nd at Midnight

Week 11: April 1st – 7th
        Chapter 9 Decisions at the End of Life
        Discussion Board Due April 9th at Midnight

Week 12: April 8th -14th
        Chapter 10 Health Care Ethics and the Near Future

Week 13: April 15th – 21st
        Movie "Something the Lord Made". This will be an in-class scheduled viewing.
        Movie "Something the Lord Made" – Exam
        ==Malpractice Paper Due 4/21==

Week 14: April 22nd -28th

Week 15: April 29th - May 5th
        Final Exam due May 7th at Midnight

COURSE

SYLLABI ACKNOWLEDGEMENT STATEMENT

Required completion by the end of Week 1, Sunday, by 11:59pm.

After reading and understanding the contents of this syllabus:

- Go to SPC's Blackboard, https://southplainscollege.blackboard.com
- Choose the _____ course
- Click on the Course content area
- Click on Syllabus Acknowledgment
- Click on Create Thread
- In the Subject field type: Syllabus
- In the Message field type:

I, (fill in your first and last name), student ID (xxxxxxx), have received, read, and understand the contents of the syllabus for the (Course title and number), Spring 2024. Date (today's date).