

JAMESTOWN COMMUNITY COLLEGE
State University of New York

INSTITUTIONAL COURSE SYLLABUS

Course Title: Fundamental Skills of Healthcare

Course Abbreviation and Number: OTA 1540

Credit Hours: 2 credit hour.

Course Type: Lecture/Lab

Course Description: This course introduces fundamental skills required in health care setting, with a focus on competencies essential for Occupational Therapy Assistants (OTAs) and other allied health professionals. Students will develop foundational knowledge in patient care, infection control, communication, documentation, body mechanics, and safety procedures. Through lectures and hands-on lab experiences, students will practice essential skills such as patient transfers, vital signs assessment, professional communication, and therapeutic interactions. Ethical considerations and interprofessional collaboration will also be emphasized.

Prerequisite: ENG 1510 or Corequisite: ENG 1510 without supports.

General Education Requirements Met
SUNY

JCC

Student Learning Outcomes:

Students who demonstrate understanding can:

1. Demonstrate fundamental patient care skills, including infection control, vital signs assessment, and safe patient mobility techniques.
2. Apply effective communication strategies to interact professionally with patients, families, and interdisciplinary health care teams.
3. Utilize proper documentation techniques to accurately record patient care activities while maintaining ethical and legal standards.
4. Recognize ethical and safety considerations in patient care and apply problem-solving skills to respond to common challenges and emergencies.

Topics Covered:

Introduction to Health Care Fundamentals

- Overview of healthcare professions (focus on OTA & allied health roles)
- Health care environments: hospitals, rehabilitation centers, outpatient clinics, home care
- Professionalism and ethics in health care
- Patient rights and advocacy

Infection Control & Safety Procedures

- Hand hygiene and standard precautions
- Proper use of PPE (gloves, masks, gowns, face shields)
- Infection prevention strategies in different health care settings

Patient Assessment & Vital Signs

- Measuring blood pressure, pulse, respiration, temperature, and oxygen saturation
- Recognizing normal vs. abnormal vital sign readings
- Signs of medical distress and emergency response protocols

Patient Handling & Body Mechanics

- Ergonomics and injury prevention for health care providers
- Safe patient positioning and bed mobility techniques
- Assisting with ambulation and transfers (e.g., wheelchair, walker, gait belt)
- Falls prevention strategies

Communication in Health Care

- Verbal and non-verbal communication strategies
- Active listening and patient education techniques
- Managing difficult conversations with patients and families
- Interprofessional communication and teamwork

Ethical and Legal Considerations

- Ethical principles in patient care (autonomy, beneficence, non-maleficence, justice)
- Health Insurance Portability and Accountability Act (HIPAA) basics
- Patient confidentiality and informed consent

Emergency Response & Safety Protocols

- Recognizing and responding to medical emergencies (CPR basics, choking, shock)
- Fire safety and disaster preparedness in health care settings
- Workplace violence prevention and de-escalation techniques
- Reporting incidents and safety concerns

Cultural Competency & Patient-Centered Care

- Understanding diversity in health care
- Adapting care approaches for different cultural beliefs and values
- Addressing language barriers and use of interpreters
- Strategies for providing inclusive, equitable patient care

Information for Students

- Expectations of Students

- [Civility Statement](#)
- [Student Responsibility Statement](#)
- [Academic Integrity Statement](#)
- [Accessibility Services](#)
Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
- [Get Help: JCC & Community Resources](#)
- [Emergency Closing Procedures](#)
- Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
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- Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.

Effective Date: Fall 2025