

Health Care Worker

Health Care Worker Certificate Associate of Applied Science in Allied Health



**Glen Oaks
Community College**
62249 Shimmel Rd
Centreville, MI 49032
(269) 467-9945
or 1-888-994-7818
www.glenoaks.edu



Health Care Worker

This certificate combines the clinical skills of the Nurse Aide with those of the Phlebotomy Technician. In addition the student will have further career choice direction given by Introduction to the Health Careers and College Skills Portfolio. The entry level health care worker will have the opportunity to learn of the many career opportunities in nursing, medical assisting and a variety of other health careers that require advanced skill levels. This certificate will apply toward the Associate of Applied Science in Allied Health degree.

36/40 Credits

The above certificate applies toward:

The Associate of Applied Science in Allied Health Degree for those seeking increased responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital based clinics, hospitals and small health care businesses.

62+ Credits

Consider earning the Medical Assistant Certificate:

HCW Certificate courses also fit neatly into the required classes for the **50 Credit** Medical Assistant Certificate. The MA Certificate is diverse and flexible. Graduates are eligible for National Certification and can become a Certified Medical Assistant (CMA) with skills used in both administration and clinical aspects of the medical office. Clinical skills include phlebotomy, medication administration and surgical assisting. Administrative skills include health insurance coding and billing, medical transcription, patient scheduling and receptionist duties.

The OUTLOOK

Health Workers or Aides should experience a 28% increase from 2006-2016, according to the U.S. Bureau of Labor Statistics. This is due to an expected high demand for health care workers over the next decade. The median yearly salary for a health care worker is between \$20,000 and \$25,000. Laboratory Technicians earn between \$28,420 and \$44,310 per year.

Health Care Worker Certificate

Curriculum

Required Coursework:

ALH 100 Introduction to Health Careers.....	3 Credits
NUR 100 Nurse Aide Course.....	6 Credits
BAM 101 College Skills Portfolio.....	3 Credits

Phlebotomy Certificate:

ALH 218 Medical Terminology*.....	3 Credits
ALH 230 Medical Office Lab*.....	4 Credits
ALH 222 Disease Conditions*.....	3 Credits
ALH 250 Medical Law/Ethics*.....	3 Credits
BAC 111 Contemporary Business & Technical Communications*.....	4 Credits
ALH 285 Phlebotomy Externship*.....	3 Credits
NSA 101 Introduction to Anatomy & Physiology.....	4 Credits

OR

NSA 210 Human Anatomy & Physiology I*.....	4 Credits
NSA 211 Human Anatomy & Physiology II*...	4 Credits

Minimum Hours Required.....36/40 Credits

*Courses have a prerequisite.

- 1) The student must achieve a minimum grade of 2.0 in all curriculum courses. The student must pass ALH 230 with a minimum grade of 2.5.
- 2) Qualifications for the Phlebotomy externship requires the student to have all course work completed as determined by the externship coordinator with an overall 2.5 GPA or above. All program instructors must recommend the student for externship.

Effective: Fall 2011

Health Care Workers are:

Ready to help people	Responsible
Compassionate	Patient
Emotionally stable	Cheerful
Tactful	Supportive
Honest	Discreet
Healthy	Drug and alcohol free

This publication is intended to provide a general overview of the program. For current specific requirements consult with a Glen Oaks Community College academic counselor.

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Sample Courses

Sample courses for this field are described below. For a complete list of course descriptions, see Glen Oaks' online catalog at www.glenoaks.edu

ALH 101 Introduction to Health Careers 3 Credits, 3 Contacts

Presents information on the health care system and employment opportunities for a variety of health care careers. Includes an overview of health care development, how health delivery systems are organized, legal and ethical consideration of health care delivery, and an overview of various health care professions. Students are encouraged to explore health professions through assignments, lab observations, job shadowing and interviews with health care professionals in their area of interest. This course includes online activities that support the presented concepts.

Prerequisite: None

NUR 100 Nurse Aide Course 6 Credits, 6 Contacts

This course is designed to guide you in learning the skills required for certification as a nurse aide. The course will give you the skills needed to do your duties as a (NA) nurse aide and prepare you for the state certification exam. The lessons will help you better understand your residents and in turn help you understand your role in relation to these residents.

Prerequisite: None

BAM 101 College Skills and Portfolio Writing 3 Credits, 3 Contacts

This course is designed to give students the skills required to be successful in both academic and career endeavors. Areas of concentration are portfolio writing, self-assessment, skills in listening, note taking, improving test scores and time management, self-esteem, goal setting and educational development plans. The portfolio writing is especially useful for students intending to transfer to a university or preparing for employment interviews. This course is a required course for anyone wishing to earn either a certificate or degree in the business area.

Prerequisite: None

ALH 218 Medical Terminology 3 Credits, 3 Contacts

This course addresses basic terminology required of the Allied Health professional and provides a basic knowledge of anatomy and physiology, pathology, special procedures, laboratory procedures, and pharmacology. Greek and Latin prefixes, suffixes, word roots and combining forms are presented. Emphasis is on forming a foundation for a medical vocabulary including meaning, spelling and pronunciation. Medical abbreviations, signs and symbols are included.

Prerequisite: Placement beyond or satisfactory completion of COM 063 and COM 073



Students learn the proper method of making a hospital bed in the allied health laboratories at Glen Oaks.

Continue to earn an Associate of Applied Science in Allied Health

Communications (13 credit hours):

COM 110 Interpersonal Communications.....	3 Credits
BAC 111 Contemporary Business Technical Comm*....	4 Credits
COM 121 English Composition*.....	3 Credits
COM 140 General Communication: Speech.....	3 Credits

Humanities (3-4 credit hours): choose from Art History, Art Appreciation, Spanish, Modern Culture and the Arts, Literature classes, Music Appreciation, Ethics, Philosophy, Comparative Religions, Old Testament, New Testament, Western Civilization.

Social Science (8 credit hours):

SSP 101 Psychology.....	4 Credits
SSS 120 Sociology.....	4 Credits
SSP 201 Human Growth & Development*.....	4 Credits

Business (5 credits hours):

BAA 109 Payroll Accounting*.....	2 Credits
BAM 260 Small Business Management*.....	3 Credits

Mathematics (no substitution) for 3 credit hours:

BAM 103 Business Math (2.0 Minimum GPA)*.....	3 Credits
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<u>Elective (2 credit hours)</u>	2 Credits
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Allied Health Requirements

(Choose 30+ credit hours).....30+ Credits

Allied Health Certificate programs apply.

Total...62+ Credits

* Course has a prerequisite.

Students must complete one of the following Allied Health Certificates for a minimum of 30 credits:

- Health Care Worker
- Medical Administrative Specialist
- Medical Assistant
- Phlebotomy Technician (requires added credits)
- Practical Nurse (LPN)

Effective: Fall 2011

Duties of the Nurse Aide:

A Certified Nurse Assistant (CNA) provides a basic nursing service under the supervision of a Licensed Practical Nurse (LPN) or a Registered Nurse (RN). Certified Nurse Assistants can work in any healthcare setting such as a hospital, nursing home, community center, hospice, school, outpatient facility, and more. The shift of a CNA is usually 7.5 hours with a 1 hour break. This break can be split between a 30 minute lunch break and two 15 minute breaks. To earn added income, many CNAs work double shifts. Some CNAs work a second job elsewhere and can work six or seven days per week.

Due to lack of full training, a CNA does not have the powers and responsibilities of a registered nurse. Working as a CNA can give an individual a good insight into the healthcare profession. A temporary job as a CNA can be used by many prospective nurses or healthcare professionals to test the water before committing to a lengthy degree/doctoral program.

Daily duties of the CNA depend on his/her work setting, but may include:

- * Observing residents
- * Reporting any health issues to the supervising nurse
- * Taking care of a resident's personal hygiene, including bed bath, shaving, nail care, etc.
- * Toileting residents
- * Emptying catheter bags
- * Monitoring vital signs (temperature, pulse, respiration, blood pressure)
- * Setting up food trays, documenting food/fluid intake
- * Feeding residents
- * Serving nutrients
- * Making beds
- * Keeping resident's space clean & tidy
- * Taking residents to therapy
- * Turning bed ridden residents to prevent bedsores

Phlebotomy Technician (PBT) is a good career choice...

if you like to work directly with patients. The laboratory depends on the PBT to collect quality samples from the patient to produce quality laboratory results. The PBT creates an atmosphere of trust and confidence with patients while drawing blood specimens in a skillful, safe, and reliable manner. A phlebotomy technician who collects units of blood from volunteer donors can become certified as a Donor Phlebotomy Technician (DPT), offering specialized expertise to blood centers.

Phlebotomy technicians must like challenge and responsibility. They must also be accurate, work well under pressure, and communicate effectively. Because the phlebotomy technician works directly with the patient, he or she must also act as the "eyes and ears" of the doctors, nurses and laboratory professionals. They must notice and relay any important information gathered during interaction with patients. Phlebotomy technicians must set high standards for themselves, and they must be deeply committed to quality health care delivery.

NOTE: Health care work can be physically demanding and precautions must be taken against back injury when moving patients into and out of bed or helping them stand or walk. Care must be taken against infections and exposure to communicable diseases, such as hepatitis. Use mechanical lifting devices when possible and avoid injuries from overexertion.

Career Resources

Glen Oaks Counseling Services and Medical Assistant Program Chair Student Services Department
(269) 467-9945 or (888) 994-7818
www.glenoaks.edu

Michigan Department of Community Health Lansing, Michigan
www.michigan.gov/health

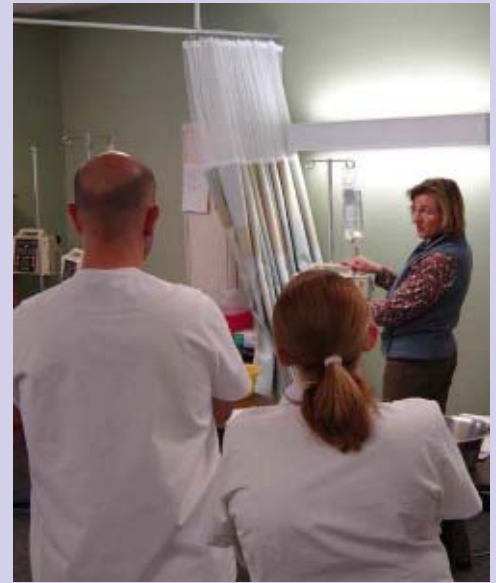
National Association of Home Care
228 Seventh St., SE
Washington, DC 20003
(202) 547-7424 or Fax (202) 547-3540
www.nahc.org

Michigan's Web-based Education Development
Plan: www.mi-edp.org
Bureau of Labor Statistics Occupational Outlook Handbook: www.bls.gov/oco

Nondiscrimination policy: It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status by federal, state, or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct or attendance. Anyone believing that GOCC or any part of the organization has engaged in a discriminatory practice should contact the Associate Dean of Instruction and Civil Rights Coordinator at the address and phone number below.

First class medical facilities at GOCC

With recent remodeling and improvements to the allied health laboratories and equipment at Glen Oaks Community College, students have the advantage of learning and working in realistic health care surroundings. Students become familiar with the Health Care Worker role before beginning their Externship and entering the medical profession.



STUDENT SUPPORT

- Personalized education and career planning
- Financial aid and scholarships
- Flexible schedules: day, evening, distance learning online classes
- Free tutoring
- Modern labs and computer classrooms
- Full-service library/computer center
- Small class size
- Caring, knowledgeable instructors

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