Department:

Medical Office Assistant

Course Description:

This course provides an introduction to disaster response for health care professionals. The course will focus on the importance of staying within the scope of practice for the profession. The course will also cover being prepared to meet the expectations of employers, volunteering effectively, and being confident and safe responders.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Explain the role of the medical assistant in emergency preparedness.
2. Identify safety signs, symbols, and labels.
3. Demonstrate the use of safety equipment.
4. Develop a personal safety plan.
5. Develop an environmental safety plan.
6. Identify an evacuation safety plan.
7. Maintain a list of community resources for emergency preparedness.

Course Content:

A. Disasters and Healthcare
B. Emergency Management
C. Personal Preparedness
D. Emergency Response Procedures
E. Continuity of Care
F. Skills and Roles, Web Sites, Abbreviations, References, and Resources

Learning Assessments:

Course competencies will be assessed by assignments, case problems, quizzes, chapter tests, hands-on projects, and lab assignments.

Instructional Materials:

ISBN: 9780763833978
Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.