



Building a Customized Student Program

Organizations can customize and tailor these programs to meet the specific needs of their organizations by utilizing the following sample suggested course lists. The links provided lead to course descriptions and learning objectives. You may also add organization developed content, or select other courses or certification programs from the HTHU Course Catalog, available online at www.hthu.net. For assistance, or help locating a specific type of course, please contact your HTHU team.

Basics/Healthcare Introduction/Introduction to Healthcare Science

HTHU Course Name	Minutes
<input type="checkbox"/> Critical Thinking Skills	15
<input type="checkbox"/> Cultural Diversity in Healthcare	150
<input type="checkbox"/> Diversity and Discrimination	15
<input type="checkbox"/> EMTALA Law	60
<input type="checkbox"/> HIPAA Privacy	30
<input type="checkbox"/> HIPAA Security	45
<input type="checkbox"/> Medical Terminology: Part 1 – The Basics	40
<input type="checkbox"/> Medical Terminology: Part 2 – Body Structure & Directional Terminology	40
<input type="checkbox"/> Teamwork: A Practical Guide	120

Essentials/Therapeutic Services/Diagnostic Services

HTHU Course Name	Minutes
<input type="checkbox"/> Awareness & Reporting of Patient Abuse	20
<input type="checkbox"/> Continuum of Care/Discharge Planning	30
<input type="checkbox"/> Defensible Documentation	60
<input type="checkbox"/> Documentation of Medical Records	30
<input type="checkbox"/> Emergency Management Planning	60
<input type="checkbox"/> Informed Consent: A Communication Process	60
<input type="checkbox"/> Nutrition Therapy	10
<input type="checkbox"/> Risk Management: Protecting Patients, Protecting Your Practice	60
<input type="checkbox"/> 2014 Joint Commission National Patient Safety Goals for Hospitals	40
<input type="checkbox"/> A Culture of Safety (Patient Safety)	30
<input type="checkbox"/> Hepatitis C	60
<input type="checkbox"/> Quality/Continuous Process Improvement	30



Sample/Suggested HTHU Courses: Intermediate/Pathway Specific Selections

HTHU Course Name	Minutes
Blood Products Administration-Complications	20
Blood/Blood Products Administration	20
Certified Healthcare Hospitality Specialist (CHHS) *	270
Coding for the Non-coder	60
Creating Effective Workplace Relationships	20
CTC: Certified Telehealth Coordinator *	180
CTL: Certified Telehealth Liaison *	120
Customer Service and You	50
HIV/AIDS Protective Measures	25
Infection Control – Personal Protective Equipment	20
Infection Control – The Basics	30
Infection Control Plan	45
Preventing Falls: Keeping Patients Safe	20
Radiation Safety Review for Healthcare Workers [Acute Care only]	20
Risk Management	30

Intermediate: Lab Technician/Diagnostic Services

HTHU Course Name	Minutes
Blood, Blood forming organs and the Immune System	50
Medical Terminology	80
Medical Terminology II	60
Musculoskeletal System and Connective Tissue	40
Pregnancy, Childbirth, and the Puerperium	40
Skin and Subcutaneous Tissue	40
The Circulatory System	120
The Digestive System	60
The Ear and Mastoid Process	60
The Endocrine System	90
The Eye and Adnexa	60
The Genitourinary System	70
The Nervous System	90
The Respiratory System	50



Sample/Suggested HTHU Courses: Nursing Specific

HTHU Course Name	Minutes
A Comprehensive Geriatric Assessment	50
Age Specific Care	25
Blood Products Administration-Complications	20
Blood/Blood Products Administration	20
Continuum of Care- Discharge Planning	30
Elder Abuse	35
HAIs: Prevention of Catheter-Associated Urinary Tract	16
HAIs: Prevention of Intravascular Catheter-Related Infection	20
HAIs: Prevention of Surgical Site Infection	14
IV Push Medications	10
Meeting Mobility, Sexual and Nutritional Needs (Long Term Care)	40
Meeting Oxygenation, Fluid and Electrolyte Needs (Long Term Care)	50
Meeting the Needs of the Dying Patient – From Curing to Caring	30
Preventing Bloodborne Infections in Long Term Care: Bloodborne Viruses	30
Preventing Bloodborne Infections in Long Term Care: Engineering Controls and Workplace Practice Controls	30
Preventing Bloodborne Infections in Long Term Care: Preventing Transmission, Protecting Yourself	30
Preventing Elder Abuse: Helping Keep Residents Safe	15
Preventing Falls in Long Term Care: Keeping Residents Safe	15
Preventing Health Care-Associated Infections in Long Term Care	40
Resident Assessment: Physical, Cognitive and Sensory Functioning	40
Resident Rights: The Art of Caring	25
Restraint and Seclusion – General Information	25
Using Restraints	30

Nursing Specific/Medical Services/General Medicine

HTHU Course Name	Minutes
A Culture of Safety (Patient Safety)	30
Adult Sedation I	30
Adult Sedation II	30
Adult Sedation III	30
Continuum of Care/Discharge Planning	30
Pain Management – Treating Pain	30
Pain Management – Understanding and Evaluating Pain	15
Patient Rights	15
Preventing Medication Errors Part 1: General Recommendations for System-wide Change	20
Preventing Medication Errors Part 2: Sources of Errors and Basic Safety Practices	20
Preventing Medication Errors Part 3: What Nurses Can Do	20
Rapid Physical Assessment	35



Sample/Suggested HTHU Courses: Advanced/Internships/Work-based Program Selections

HTHU Course Name	Minutes
Advanced Customer Service	30
Body Mechanics – Back Injury Avoidance	20
Body Mechanics – Ergonomics	10
Clinical Documentation and ICD-10	45
Code of Conduct in Healthcare	35
Creating Effective Workplace Relationships	20
CTCP: Certified Telemedicine Clinical Presenter	180
Dealing with the Difficult	60
Documentation of Common Diagnoses in ICD-10 Session 1	50
Documentation of Common Diagnoses in ICD-10 Session 2	35
Domestic Violence	25
Drug Free Workplace	40
Electrical Safety	20
Emergency Response to a Terrorist Threat	35
Environment of Care – Emergency Management	42
Environment of Care – Fire & Life Safety Management	15
Environment of Care – Hazardous Materials and Waste Management	20
Environment of Care – Medical Equipment Management	15
Environment of Care – Personnel Safety and Hazard Recognition	20
Environment of Care – Security Management	15
Environment of Care – Utility Systems Management	10
Ethical Business Practices	20
HCAHPS Hospital Certification	195
HCAHPS Physician Certification	180
Health Insurance Basics	60
ICD-10 Basics, Conventions & General Coding Guidelines	110
Lifting Safely to Prevent Injury	30
Patient Access Certification (PAC)	300
Patient Access Services 101	50
Patient Flow, Teamwork & Quality Patient Care	30
Professional Conduct in Healthcare	65
Recognizing & Reporting Child Abuse & Neglect	35
Registration Quality	30
Sexual Harassment	20
Standards of Compliance: Promoting A Culture of Patient Security & Privacy	80
Telephone Etiquette	35
Spiritual Care	15
Workplace Violence – Prevention & Management	20



Sample/Suggested HTHU Courses: General Workforce Education Courses

Topic Area	HTHU Course Name	Minutes
Computer Skills	Access 2007 Advanced	120
Computer Skills	Access 2007 Basics	120
Management & Leadership	Business Skills: Managing Change as a Manager	30
Computer Skills	Computer Application Certification	840
Computer Skills	Computer Application Certification (Microsoft Office)	720
Computer Skills	Intro to Excel 2007	75
Computer Skills	Intro to Microsoft Office & Word 2007	120
Computer Skills	Learning More about Excel 2007 (Intermediate)	75
Computer Skills	Outlook 2007 Basics	120
Facility Compliance	Performance Based Interviewing – The Basics	20
Healthcare Competency	Performance Based Interviewing – The Interview	20
Management & Leadership	Performance Management – Avoiding Common Communication Pitfalls	45
Management & Leadership	Performance Management – Dealing with the Difficult Employee	45
Computer Skills	PowerPoint 2007 Basics	120
Management & Leadership	Ten Essential Management Skills Certification	300
Computer Skills	Working in Excel – Part I	120
Computer Skills	Working in Excel – Part II	120
Computer Skills	Working in Excel – Part III	120