

Course Title: Medical Law & Ethics	Course Number: MA105	Effective Date: 04/17/2012 Revision Date: 11/29/2011 Applies to: All Campuses Online available for approved campuses	
Quarter Credit Hours: 2	Course Length: 6 weeks	Lecture Hours: 24 Laboratory Hours: 0 Externship/Clinic Hours: 0 Study/Prep/Review Hours: 48 Outside Hours: 6	
Instructor's Name: William Martin Sloane, LL.M. (Labor), Ph.D. Attorney at Law, Maryland & Pennsylvania	Instructor's Office Hours: Before and after class and by appointment	Meeting Days/Times: Wed-Thu, 9:15-10:20 am Term Dates/Year: 18 January to 4 April 2012 Room: 102	
Course Catalog Description: The general ethical and legal principles and responsibilities involved in the medical field are presented. Legal responsibilities, professional liability, licensing, contracts, confidentiality, HIPAA, risk management, and other applications of law in medicine are included.			
Course Prerequisite(s): None Course Corequisite(s): None	Challenge Examination available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Research Component included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Portfolio Piece(s) included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Required Media/Equipment/Software: <u>Medical Law and Ethics</u> , 4 th Edition, Fremgen, Pearson 2012, ISBN: 9780132559225 <u>HIPAA Health: The Privacy Rule and Health Care Practice</u> (CD-ROM version) 2nd Pearson 2011 Learning Something 9780132154888 Supplies: Notebook, pen, pencil, highlighter and USB storage device.			
Resources: Library materials, periodicals, newspapers, and Internet resources may be used for research and other purposes. Bookmark these free online legal dictionaries: http://jurist.law.pitt.edu/dictionary.htm			
Teaching Strategies: Instructors utilize a variety of teaching strategies and methods in the instruction process. These may include but are not limited to lectures, demonstrations, group projects, guest speakers, field trips, audio-visual presentations, on-line activities, and simulated work experiences.			
Additional Hours Outside of Class Hours currently identified as Lecture, Laboratory or Externship hours are identified on the syllabus as calculated time required for delivery of content, demonstration of skill, and practical application required for reinforcement of course competencies. Additionally students will be assigned specific activities to incorporate out-of-class hours in achievement of course objectives. Out-of-class assignments will be graded as part of the overall course grade. Outside Hours: For converted clock hour programs, assigned outside hours may be used in the calculation of total credits awarded in the class. For specific assignments, see attached course outline. Study/Prep/Review Hours: Students are expected to be prepared for the distribution of information from their instructor through utilization of their required textbook, workbook, web resources or other outside materials. Time spent in preparation for or reflection of course lecture will approximate two hours outside of class for each lecture contact hour utilized by the instructor in delivery of the material and 1/4 hour outside of class for each hour of structured lab time. This outside preparation time may include the			

reading/skimming of textbook material, homework assignments, preparation for lab assignments, workbook activities, awareness/review of any safety precautions, or research of relevant supplemental information. Additionally, students are expected to record notes from course lecture to be reviewed as background for subsequent lessons, homework, or in preparation for exams. Review and reflection of classroom discussions, demonstrations, or presentation are included in the recognition of the additional outside course hours.

Course Objectives:

Upon successful completion of this course, the student will be able to do the following:

1. Recognize the importance of professional codes of ethics.
2. State the consequences of illegal and unethical behavior.
3. Differentiate between criminal law and civil law.
4. Discuss the contractual rights and responsibilities of both physicians and patients.
5. Discuss the responsibilities of health care practitioners concerning privacy, confidentiality, and privileged communication.
6. Relate how the guidelines for physicians' malpractice prevention apply to other health care practitioners.
7. Explain the purpose of medical records and the importance of proper documentation.
8. Discuss federal drug regulations.
9. Discuss major federal employment laws.
10. Comply with the Centers for Disease Control and Prevention (CDC) guidelines for universal precautions.
11. Explain legal concerns during the employment interview process.
12. Discuss ethical concerns involving a physician's relationship with other professionals.
13. Discuss ethical guidelines and HIPAA regulations concerning medical records.
14. Discuss ethical guidelines concerning a physician's practice and risk management and safety procedures.
15. Identify ethical issues dealing with professional rights and responsibilities.
16. Determine the health care professional's role in caring for the dying.
17. Discuss criteria for determining death.

Topical Outline:

The key topics/concepts in this course are as follows:

1. The foundations of law and ethics
2. Legal issues for working healthcare practitioners
3. Professional, social, and interpersonal healthcare issues

Course Completion Requirements:

Complete all required homework/assignments, quizzes, examinations, and projects with a passing grade.

Grading and Evaluation:

Course requirements include evaluation in the areas of class participation (including attendance), homework, quizzes, examinations, and projects as follows:

Final Grades will be determined by:

Class Participation	10%
Homework/Assignments	10%
Quizzes	10%
Examinations	40%
Projects	25%
Portfolio	5%
Total	100%

Grading Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	F

Class Participation: This portion of the grade includes evaluation of self-directed work habits such as attendance, class preparedness, communication, and (where appropriate) professional vocabulary, dress, or grooming. Students are expected to have read the assigned chapter(s) as identified on the syllabus and be prepared to discuss the content during class hours. Class participation may include group activities, peer review, and demonstration. Class preparation will require additional study/preparation time outside of scheduled class hours. Instructor-facilitated discussions may be used in verification of course objectives.

Homework/Assignments: Homework will be assigned in this course. Assignments are due at the beginning of class on the assigned due date. Assignments turned in after the scheduled due date and time for any reason may be assessed as late credit by the instructor. Homework is assigned as indicated on the course syllabus. Homework assignments will require outside preparation on the part of the student to execute activities in assessment of course objectives.

Quizzes: There will be both announced and unannounced quizzes. Quizzes missed for any reason will receive grades of zero (0) and cannot be made up. The lowest recorded quiz will not be counted in the final grade. Announced and unannounced quizzes will be used as a means to verify attainment of course objectives. Students will be expected to spend time outside of class studying materials in preparation for any quiz as well as time spent reviewing quiz results in preparation for homework, class discussion or examination.

Examinations: The number of examinations will be equivalent to the credit hours earned in this course and may include a comprehensive final examination. There is no makeup of examinations missed. Extreme cases of absence due to documented mitigating circumstances will be handled at the discretion of the instructor. Students are expected to utilize time outside of class in preparation for assessments. Assessments will be utilized to verify acquisition of course objectives.

Projects: Project requirements will be outlined in detailed separate instructions and will reflect the practical application of fundamentals and principles discussed in this course. Projects include library research and may also include classroom/laboratory, clinic/externship/practicum, and/or other activities. Project assignments require utilization of course materials and resources in demonstration of course objectives. Students are expected to incorporate time outside of class to research, create, and prepare projects for demonstration and assessment.

Portfolio: Instructor identified portfolio assignments will require additional time outside of class in preparation for final submission of course portfolio. Portfolio assignments are an integral part of the recognition of attainment of course objectives.

Attendance Policy:

Because of the intensive nature of this course, attendance is mandatory. Students are expected to comply with the school's attendance policy as published in the school's catalog. All absences, late arrivals, and early departures are recorded and become a part of the student's permanent record. No distinction will be made between excused and unexcused absences. Failure to comply with the attendance policy can result in reduction of the final grade, course failure, suspension, or dismissal. Externship and clinic courses and programs which are considered clock hour programs for Title IV purposes, have their own specific attendance criteria and may require make-up of all hours missed.

Make-up Policy:

Students are accountable for all work missed during periods of absence. Students are responsible for contacting their instructors about any make-up of class work missed. All make-up is at the sole discretion of the instructor. Make-up of missed classes does not erase an absence from a student's record. See Grading above for additional information.

Special Needs:

Students in need of special accommodation should notify the instructor in writing by the second class session.

Course Outline:

- **See attached outline of structured in-class sessions**
- **Additional Outside Hours required:**
 - 5 hours**—researching, writing and completing the Course Project. Projects are due at the end of class and will be used in calculation of the Project Grade. Students should be following the schedule identified in the class sessions below for completing the various components of the project.
 - 1 hour**—Compilation of the project into the student portfolio. Students should include a reflective narrative which provides relevance of the project to the students program and career goals. Student portfolios should be presented to the instructor for sign-off, verification and feedback.

MA105
MEDICAL LAW & ETHICS
 COURSE OUTLINE

SESSION	DISCUSSION TOPICS	ASSIGNMENTS	NOTES DUE DATES
January Wed. 18th #1	Welcome and Introductions Course Overview (Syllabus, Course Outline) Introduce Textbooks & Workbooks Lecture: Chapter 1, Introduction to Medical Law, Ethics, and Bioethics	For Session 2: Read Chapter 1 Complete the chapter activities	Announced and unannounced quizzes will be given by the instructor.
Thu. 19th #2	Review Assignments Chapter 1 Lecture: Chapter 2 The Legal System	For Session 3: Read Chapter 2 Complete the chapter activities	
Wed. 25th #3	Lecture: Chapter 2 (continued) Review for Chapter 1 & 2 Test Discuss newspaper article summary	For Session 4: Find a newspaper article discussing a legal or ethical medical question. Summarize the article in writing, and then answer the following questions: What is the issue in question? Does the issue affect all citizens equally? Explain. How might the question be resolved satisfactorily? Study for test	
Thu. 26th #4	Test: Chapters 1 and 2	For Session 5: Read Chapter 3 and 4 Complete the chapter activities	
February Wed. 1st #5	Lecture: Chapter 3 Importance of the Legal System for the Physician and the Healthcare Professional and Chapter 4 Today's Healthcare Environment	For Session 6: Read Chapter 5 Complete the chapter activities	
Thu. 2nd #6	Lecture Chapter 5 The Physician-Patient Relationship Review for Chapter 3-5	For Session 7: Study for Test	
Wed. 8th #7	Test Chapters 3-5	For Session 8: Read Chapter 6 Complete the chapter activities	Summary Paper Due 2 outside hours
Thu. 9th #8	Lecture: Chapter 6 Professional Liability and Medical Malpractice	For Session 9: Read Chapter 7 Complete the chapter activities	
Wed. 15th #9	Lecture: Chapter 7 Public Duties of the Physician and the Healthcare Professional Review for Chapter 6 & 7 test	For Session 10: Study for Test	
Thu. 16th #10	Test: Chapters 6 & 7 Assign research/presentation topics.	For Session 11: Read Chapter 8 Research recent cloning experiments and report to the class. Has a recent experiment been widely reported by the media? Are any researchers reporting on experiments cloning the human embryo? What does current federal law prohibit and/or allow concerning human embryo cloning experiments?	Project outline 1 outside hour

Wed. 22nd #11	Lecture: Chapter 8 Workplace Law and Ethics	For Session 12: Read Chapter 9 Complete the chapter activities	
Thu. 23rd #12	Lecture: Chapter 9 The Medical Record Chapter 8 & 9	For session 13: Study for test	
Wed. 29th #13	Test: Chapters 8 & 9	For Session 14: Read Chapter 10, http://www.worldchiropracticalliance.org/hipaa/explanation.htm and http://www.worldchiropracticalliance.org/hipaa/covered.htm Complete the chapter activities	
March Thu. 1st #14	Lecture: Chapter 10 Patient Confidentiality and HIPAA and CD-ROM on HIPAA	For Session 15: Read Chapter 11 Complete the chapter activities	Research presentation due 2 outside hours
Wed. 7th #15	Lecture: Chapter 11 Ethical and Bioethical Issues in Medicine Chapter 10 & 11	For Session 16: Study for Test	
Thu. 8th #16	Test: Chapters 10 & 11	For Session 17: Read Chapter 12 Complete the chapter activities	
Wed. 14th #17	Lecture: Chapter 12 Ethical Issues Relating to Life	For Session 18: Read Chapter 13 Complete the chapter activities	
Wed. 21st #18	Lecture: Chapter 13 Death and Dying	For Session 19 & 20: Study for test and Final Examination	
Thu. 22nd #19	Review and Test Chapters 12 & 13	Portfolio piece due	
#20	Final Examination		1 outside hour
			24 in class hours 6 outside hours