

THIRD EDITION

STUDENT SUCCESS FOR HEALTHCARE PROFESSIONALS

SIMPLIFIED

Laurie Kelly McCorry, PhD

*Dean of Science, Engineering, and Mathematics
Bunker Hill Community College
Boston, Massachusetts*

Jeff Mason, MFA

*Lecturer, College of Communication
Boston University
Boston, Massachusetts*



JONES & BARTLETT
LEARNING



World Headquarters
Jones & Bartlett Learning
5 Wall Street
Burlington, MA 01803
978-443-5000
info@jblearning.com
www.jblearning.com

Jones & Bartlett Learning books and products are available through most bookstores and online booksellers. To contact Jones & Bartlett Learning directly, call 800-832-0034, fax 978-443-8000, or visit our website, www.jblearning.com.

Substantial discounts on bulk quantities of Jones & Bartlett Learning publications are available to corporations, professional associations, and other qualified organizations. For details and specific discount information, contact the special sales department at Jones & Bartlett Learning via the above contact information or send an email to specialsales@jblearning.com.

Copyright © 2021 by Jones & Bartlett Learning, LLC, an Ascend Learning Company

All rights reserved. No part of the material protected by this copyright may be reproduced or utilized in any form, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without written permission from the copyright owner.

The content, statements, views, and opinions herein are the sole expression of the respective authors and not that of Jones & Bartlett Learning, LLC. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not constitute or imply its endorsement or recommendation by Jones & Bartlett Learning, LLC and such reference shall not be used for advertising or product endorsement purposes. All trademarks displayed are the trademarks of the parties noted herein. *Student Success for Healthcare Professionals Simplified, Third Edition* is an independent publication and has not been authorized, sponsored, or otherwise approved by the owners of the trademarks or service marks referenced in this product.

There may be images in this book that feature models; these models do not necessarily endorse, represent, or participate in the activities represented in the images. Any screenshots in this product are for educational and instructive purposes only. Any individuals and scenarios featured in the case studies throughout this product may be real or fictitious, but are used for instructional purposes only.

The authors, editor, and publisher have made every effort to provide accurate information. However, they are not responsible for errors, omissions, or for any outcomes related to the use of the contents of this book and take no responsibility for the use of the products and procedures described. Treatments and side effects described in this book may not be applicable to all people; likewise, some people may require a dose or experience a side effect that is not described herein. Drugs and medical devices are discussed that may have limited availability controlled by the Food and Drug Administration (FDA) for use only in a research study or clinical trial. Research, clinical practice, and government regulations often change the accepted standard in this field. When consideration is being given to use of any drug in the clinical setting, the health care provider or reader is responsible for determining FDA status of the drug, reading the package insert, and reviewing prescribing information for the most up-to-date recommendations on dose, precautions, and contraindications, and determining the appropriate usage for the product. This is especially important in the case of drugs that are new or seldom used.

20598-5

Production Credits

VP, Product Management: Amanda Martin
Director of Product Management: Cathy L. Esperto
Product Coordinator: Elena Sorrentino
Senior Project Specialist: Alex Schab
Senior Digital Project Specialist: Angela Dooley
Director of Marketing: Andrea DeFronzo
VP, Manufacturing and Inventory Control: Therese Connell
Composition & Project Management: Absolute Service Inc.

Cover Design: Kristin E. Parker
Senior Media Development Editor: Troy Liston
Rights Specialist: Rebecca Damon
Cover Image (Title Page): © SEAN GLADWELL/
Getty Images
Printing and Binding: LSC Communications
Cover Printing: LSC Communications

Library of Congress Cataloging-in-Publication Data

Names: McCorry, Laurie Kelly, 1959- author. | Mason, Jeff, 1961- author. | Lochhaas, Thomas A. LWW's student success for health professionals made incredibly easy.
Title: Student success for healthcare professionals simplified / Laurie Kelly McCorry, Jeff Mason.
Description: Third edition. | Burlington, MA : Jones & Bartlett Learning, [2021] | Preceded by LWW's student success for health professionals made incredibly easy. Second edition / Tom Lochhaas, contributing writer. Baltimore, MD : Lippincott Williams & Wilkins, 2011, ©2012. | Includes bibliographical references and index.
Identifiers: LCCN 2019045746 | ISBN 9781975114459 (paperback)
Subjects: MESH: Health Personnel—education | Education, Professional—methods | Academic Success | Test Taking Skills | Professionalism | Vocational Guidance
Classification: LCC R690 | NLM W 18 | DDC 610.69—dc23
LC record available at <https://lccn.loc.gov/2019045746>

6048

Printed in the United States of America

24 23 22 21 20 10 9 8 7 6 5 4 3 2 1

Dedication

To our students

PREFACE

As teachers with a combined 50 years of classroom and laboratory experience with future healthcare professionals, we take the need for students to be academically and professionally prepared to succeed in their chosen careers seriously. The health professions students who fill our classes today are increasingly diverse and more often nontraditional students. Many are the first generation in their families to ever attend college. Many already have children of their own to support. Many have served in the armed services for extended periods of time. Many already have significant work experience behind them and are seeking career changes. Most of them work more than 25 hours a week while going to school full-time.

Their lives are complex, complicated, and filled with responsibilities, and yet, they are entering on a course of study that can at times be grueling. They will have lectures and labs to attend, clinical rotations or internships to complete, and long days and nights of studying. However, our experience over the years tells us that these students find their health professions educations just as rewarding as they are challenging.

Student Success for Healthcare Professionals Simplified helps students meet the demands and challenges of their studies by providing strategies for success in the classroom, the lab, the library, and the internship site as well as sound advice and guidance for maintaining their emotional and physical well-being. Along the way, the text provides hundreds of helpful tips and examples for everything from effective note-taking to healthier eating habits to reading and research skills to exercise and sleep routines.

In addition to a major reworking of the existing text, the third edition of *Student Success for Healthcare Professionals Simplified* includes four new chapters:

Chapter 8, “Medical Math for the Healthcare Professional”

Chapter 11, “Fundamental Writing Skills for the Healthcare Professional”

Chapter 14, “Succeeding in Your Future as a Healthcare Professional”

Chapter 15, “The Professionalism of the Healthcare Professional”

Student Success for Healthcare Professionals Simplified is organized into three main sections outlining the principles underlying student success, the skills and habits students develop to achieve success, and the strategies students use to step into productive careers as members of a healthcare team. The text is a rich source of wise counsel that students can return to again and again throughout their programs of study, long after the conclusion of the course in which they first encounter it.

CONTENTS

Preface iv

Part 1

PRINCIPLES OF STUDENT SUCCESS 1

FOCUSING | CHAPTER 1 ON SUCCESS 3

- Why You Are Here 3
- Obstacles You May Face 6
- Ingredients for Success: Attitude and Motivation 6
- Setting Goals That Are SMART 13
- Academic Character 18

GETTING ORGANIZED | CHAPTER 2 AND MANAGING YOUR TIME AS A HEALTHCARE PROFESSIONAL 23

- Organizing for Classes 23
- Getting Organized on Campus 28
- Time Management—Organizing Your Time 33
- Priorities 45
- Procrastination Pitfalls 46

MAINTAINING YOUR | CHAPTER 3 HEALTH AND WELL-BEING 50

- Stress 50
- A Healthy Body Means a Happier You 55
- Enjoy Your Life 59
- Staying Safe 60
- Financial Well-Being 60

INTERACTING WITH OTHERS | CHAPTER 4 AS A HEALTHCARE PROFESSIONAL 66

- Getting to Know Your Professors 66
- Participating in Class 68
- Networking With Other Students 71
- Academic Advisors and Counselors 74
- Campus Life 75
- Diversity 76

Part 2

SHARPENING YOUR SKILLS 81

MAKING THE MOST OF | **CHAPTER 5** YOUR LEARNING STYLE AS A HEALTHCARE PROFESSIONAL 83

- Learning Styles 83
- What's Your Style? 85
- Critical Thinking and Learning 89

LISTENING, TAKING NOTES, | **CHAPTER 6** AND READING AS A HEALTHCARE PROFESSIONAL 94

- Listening Skills 94
- Learning in the Classroom 99
- Effective Note-Taking 105
- Academic Reading 110

STUDY | **CHAPTER 7** SKILLS 119

- What Are You Going to Study? 119
- Getting Organized to Study 120
- Studying 101 122
- Study Groups 134
- More Resources for Studying 137
- Study Skills for Math and Science 140

MEDICAL MATH FOR THE | **CHAPTER 8** HEALTHCARE PROFESSIONAL 145

- Order of Operations in Math 146
- Vital Signs 146
- Body Mass Index 147
- Time Conversion 147
- Angles and Degrees 148
- Measuring Systems 149
- Calculating Dosages 149
- Statistics 151
- Other Needs for Math Skills in Health Care 152

TEST-TAKING | **CHAPTER 9** SKILLS 154

- Health and Stress Management 154
- Test Anxiety 155
- Preparing and Planning Ahead 158
- Test-Taking Strategies 161
- Succeeding on Math Tests 168
- Calculating Grades 171
- Certification and Licensure Exams 175

WRITING, PRESENTING, | CHAPTER 10 AND RESEARCHING FOR THE HEALTHCARE PROFESSIONAL 178

- Writing for Classes 178
- Researching for Writing or Presentations 191

FUNDAMENTAL WRITING | CHAPTER 11 SKILLS FOR THE HEALTHCARE PROFESSIONAL 197

- Parts of Speech 198
- Adjectives 203
- Adverbs 203
- Prepositions and Prepositional Phrases 204
- Conjunctions 205
- Punctuation 207
- Semicolons 212
- Colons 213
- Apostrophes 214
- Hyphens 215
- Dashes 216
- Parentheses 216
- Quotation Marks 217
- Capital Letters 217
- Numbers 218
- Sentence Grammar 221
- Sentence Types 224
- Sentence Errors 225
- Fragments 228
- Verb Tense Errors 229
- Paragraphing Basics 230
- Electronic Health Records 232

Part 3

ENTERING A HEALTHCARE PROFESSION 233

PREPARING FOR YOUR | CHAPTER 12 CAREER PATH AS A HEALTHCARE PROFESSIONAL 235

- The Health Professions 235
- Exploring Majors for Healthcare Careers 239
- Personal and Professional Traits and Skills 241

CLINICAL | **CHAPTER 13**
ROTATIONS 248

- Practical Experience in the Healthcare Setting 248
- Personal and Professional Codes of Ethics 251
- Prepare for the First Day of the Rotation 258

SUCCEEDING IN YOUR | **CHAPTER 14**
FUTURE AS A HEALTHCARE
PROFESSIONAL 263

- The Résumé 263
- Writing Your Cover Letter 269
- Getting the Interview 271
- Your Thank You Letter (Email) 274

THE PROFESSIONALISM | **CHAPTER 15**
OF THE HEALTHCARE PROFESSIONAL 277

- Spoken and Written Communication 277
- Email 278
- Academic Professional Behaviors 279
- Interpersonal Relationships 281

Index 286