



Sault Area High School and Career Center
Health Sciences 1
Syllabus 2016 - 2017



Instructor: Lori Smith RN, BSN, CSN

Classroom Phone: 635-3839 x5918 Website: <http://sault.eup.k12.mi.us/site/default.aspx?DomainID=144>
 Classroom: Career Center Room 814 E-mail: lsmith@eupschools.org Remind code @bch47
 HOSA remind code @shaccco Conference Period- **1st hour, 8:00 a.m. to 8:45 a.m. by appointment only**

Grade: 11th and 12th

2 credits

Required Textbooks:

Ehrlich, Schroeder (2017). Medical Terminology for Health Professionals

Simmers, L. (2013). DHO: Health Science. Cengage

Prerequisites: Students must complete an application which will be the basis for the admission selection process. Criteria for admission are based on GPA, attendance, character, recommendation, and possible face-to-face interview. No criminal background.

Course Description: The curriculum follows the standards of The National Consortium for Health Science Education which focuses on the professions associated with the health and medical industry. Students will explore the rationale behind basic patient care and medical treatment. They will have exposure to various health careers and fields. State certification may be available for students interested in the nursing assistant role. Semester one is in the classroom/lab, focusing on curriculum, practical skills, medical terminology (which is worth university/college credit if passed with a 70% average or higher) and CPR certification. Students that successfully complete semester one with a minimum grade of C may progress to the second semester. Students may then focus on becoming a nursing assistant or partake in other clinical site rotation experiences at local health and veterinary organizations.

*Please note that in this class you will be learning about the human body. This will involve speaking about and viewing visuals about the human body and its functions. In your lab practice you may learn how to provide personal care for a person of the opposite sex. In your clinical practice you may be required to provide care for a person of the opposite sex that may include personal care.

This course meets 5 days per week, in a two-hour block, for a full year.

Requirements:

Vaccinations up to date on Michigan Care Improvement Registry (MCIR), Sports Physical or Health Screening by school nurse

- Two step TB Test
- Criminal background check

Course Objectives: Foundation Standards:

1. Foundation 1: Academic Foundations: Healthcare professionals will know the academic subject matter required for proficiency within their area. They will use this knowledge as needed in their role.

1. Classify the basic structural and functional organization of the human body (tissue, organ, and system).
2. Explain medical terminology, structure and function of the body systems.
3. Recognize body planes, directional terms, quadrants, and cavities.
4. Analyze the basic structure and function of the human body.

5. Research common diseases and disorders of each body system (prevention, pathology, diagnosis, and treatment).
6. Research emerging diseases and disorders.
7. Investigate biomedical therapies as they relate to the prevention, pathology, and treatment of disease.
8. Apply mathematical computations related to healthcare procedures (metric and household, conversions and measurements).
9. Analyze diagrams, charts, graphs, and tables to interpret healthcare results.
10. Record time using the 24-hour clock.
11. Complete Labs and class presentations as assigned.

2: Foundation 2: Communications: Healthcare professionals will know the various methods of giving and obtaining information. They will communicate effectively, both orally and in writing.

1. Use medical terminology and medical math to communicate information. (Oral and written)
2. Apply active speaking and listening skills
3. Use roots, prefixes, and suffixes to communicate information (Articulation: Medical Terminology - Ferris State University – 1 credit, LSSU – 2 credits, NMU – 1 credit)
4. Use medical abbreviations to communication information

3: Foundation 3: Systems: Healthcare professionals will understand how their role fits into their department, their organization and the overall healthcare environment. They will identify how key systems affect services they perform and the quality of care.

4: Foundation 4: Employability Skills: Healthcare professionals will understand how employability skills enhance their employment opportunities and job satisfaction. They will demonstrate key employability skills and will maintain And upgrade skills, as needed.

1. Demonstrate employability skills (as they apply to hygiene, dress, language, confidentiality, behavior and work ethic)
2. Expand components of a personal portfolio (letter of introduction, resume, healthcare project, writing sample, work-based learning, oral presentation, service learning, credentials, technology, and leadership experience).
3. Participate in healthcare work-based learning experiences (guest speakers, virtual tours, job shadowing, blood drives, community service projects, etc.).

5. Foundation Standard 5: Legal Responsibilities: Healthcare professionals will understand the legal responsibilities, limitations, and implications of their actions within the healthcare delivery setting. They will perform their duties according to regulations, policies, laws, and legislated rights of clients.

1. Apply procedures for accurate documentation and record keeping.
2. Apply standards for Health Insurance Portability and Accountability Act (HIPAA).

6. Foundation Standard 6: Ethics: Healthcare professionals will understand accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment. They will perform quality healthcare delivery.

1. Discuss bioethical issues related to disease.
2. Apply ethical behaviors in healthcare including personal, professional, and organizational ethics.
3. Apply procedures for reporting activities and behaviors that affect health, safety, and welfare of others.

7. Foundation Standard 7: Safety Practices: Healthcare professionals will understand the existing and potential hazards to clients, co-workers, and self. They will prevent injury or illness through safe work practices and follow health and safety policies and procedures.

1. Demonstrate principles of infection control using standard precautions in relation to the disease process and prevention.
2. Comply with safety signs, symbols and labels.

8. Foundation Standard 8: Teamwork: Healthcare professionals will understand the roles and responsibilities of individual members as part of the healthcare team, including their ability to promote the delivery of quality healthcare. They will interact effectively and sensitively with all members of the healthcare team.

1. Act responsibly as a team member.

9. Foundation Standard 9: Health Maintenance Practices: Healthcare professionals will understand the fundamentals of wellness and the prevention of disease processes. They will practice preventive health behaviors among the clients.

1. Describe strategies for prevention of diseases including health screenings and examinations.

2. Apply practices that promote prevention of disease and injury.

10. Foundation Standard 10: Technical Skills: Healthcare professionals will apply technical skills required for all career specialties. They will demonstrate skills and knowledge as appropriate.

1. Apply procedures for measuring and recording vital signs as you approach the appropriate body system. (Including recognition of normal ranges and understanding what the data means in relation to body systems and disease.)

2. Obtain certification in Certified Pulmonary Resuscitation, Automated external defibrillator, foreign body airway obstruction, and first aid.

11. Foundation Standard 11: Information Technology Applications: Healthcare professionals will use information technology applications required within all career specialties. They will demonstrate use as appropriate to healthcare applications.

Course Content:

1. **Lectures:** Important information from the text and outside resources will be covered during the lectures each week. Student should plan to take careful notes during the discussions.
2. **Computer Work:** Some material will require the student to work independently or in pairs to complete work on the computer. Students will be required to turn in printouts and or turn in through Google Classroom.
3. **Assignments:** Assignments in the workbook and readings will be assigned to supplement the material in the text.
4. **Quizzes** both scheduled and non-scheduled to assess student progress weekly. Quizzes may be written or oral.
5. **Tests** will be given at the end of each unit or chapter. These may be open book/note, timed tests or they may require the student to demonstrate skills learned in the laboratory.
6. **Homework:** Students will be required to read and or complete workbook assignments. Some assignments and instruction may be online. Students are responsible for finding internet access after school (such as the library or a classmate). All assignments are due at the beginning of class on the due date. **Students will receive a zero for late work.** Missing assignments are not permitted. Failure to complete the required course work will result in a lower grade and the student will not be eligible for extra credit opportunities. If you were absent, you have the number of days absent to make it up. If the work was requested before or when you were gone, it is due upon return. It is the student's responsibility to obtain missed assignments upon return to class.
7. **Extra Credit** is allowed for students who have all assignments completed.
8. **Health Occupations Students of America (HOSA)** All students will be exposed to HOSA and will be required to complete a HOSA project as part of the course grade. Students may choose to compete in HOSA and/or participate in HOSA community service activities such as blood drives and bake sales to raise money for healthcare causes. Please refer to attached HOSA handout.

Technical Skills Instruction:

The teacher demonstrates the skill to the full class. Students are given time to practice the skill with the help of the teacher and paraprofessional if needed. Students must demonstrate the skill with 100% accuracy to receive a passing grade.

Teaching Methods

Lecture, group discussions, guest speaker, AV media, Internet research, job shadows, group and independent activities.

Evaluation Methods:

Written assignments, quizzes and tests, psychomotor skill tests, student portfolio, presentations, observation of professional behavior and final exam. In order to receive a certification in Health Sciences, students must pass the National Health Science Exam with 70%. If a junior student does not pass this assessment, he/she has an opportunity to pay for a retake of the assessment during his/her senior year. This request must be made in writing to Mrs. Smith.

*****Note – Students will be required to take the National Health Science Assessment in May. This on-line test is comprehensive comprising of skills learned during both semesters. Refer to website for more information:
<http://www.healthscienceconsortium.org/national-health-science-assessment/>**

Evaluation Criteria:

The grading scale for Health Sciences I is as follows:

100-93 is an A	73-76 is a C
90-92 is an A-	70-72 is a C-
87-89 is a B+	67-69 is a D+
83-86 is a B	63-66 is a D
80-82 is a B-	60-62 is a D-
77-79 is a C+	0-59 is an E

Our school employs a semester grading system with report cards issued to students three (3) times during the course of the school year. A term will be approximately nine (9) weeks. Final grades are calculated on a semester basis. Final grade calculation is based on 40% for each of two marking periods and 20% of the final exam.

The Work for each term will break down as:

Homework, Daily assignments and clinical site attendance 60%

Quizzes and Tests 30%

Employability 10%

For Students at work based learning sites:

Evaluations = 60 points

Training Plan Update= 20 points

Contracts = 60 points

Weekly Journal Entry = 50 points

1. Employer evaluations are submitted as requested.
2. Weekly journal entries are due every Friday by 5 p.m.
3. Training plan updates are due at the end of each rotation and must show learning progress.
4. If there is lack of learning progress at a given site, student will be moved to another site.
5. All students living with their parents/guardian must have class progress reports signed by a parent/guardian
6. All grades are entered into Illuminate grade book. Parents and students are encouraged to check Illuminate on a regular basis.

The student is responsible for scheduling time with the site supervisor in a timely manner to complete the employer evaluation and discuss achievement of the objectives listed on the training plan. This is done at the end of each rotation.

Employability Skills Grade

Points deducted in the Employability Skills area of your grade cover many areas.

Tardy Policy

Each tardy will result in a deduction of 2 points from your employability grade (see below) which is 10% of your grade.

Cheating Policy

A zero will be given when a cheating incident has occurred. The student will be referred to the office for disciplinary action.

Cell Phones

Use of cell phones is not allowed. Use of cell phones will result in points being deducted from your Employability Skills

Attendance

Students are expected to be in class and at site. The student cannot miss more than 10 absences in a semester according to school policy or they may not pass the class, or receive credit.

EMPLOYABILITY SKILLS

Employability skills are those traits that are looked upon favorably by an employer—positive attitude, neat appearance, good work habits, etc. The Career Readiness through Technology class at Sault Area High School and Career Center will help you develop these traits so that you will be better prepared for college or a career. Therefore, 10% of your grade will be based on employability skills.

The good news is that you begin with 100 points—an “A”! IT IS YOUR RESPONSIBILITY TO MAINTAIN THAT “A”.

The following traits will **REDUCE** your employability skills grade during the marking period:

TARDY/LATE FOR CLASS	2 points
UNEXCUSED ABSENCE	2 points
QUITTING WORK EARLY	1 point per minute
UNPREPARED FOR WORK Includes books, pencils, workbooks, writing materials etc. All materials should be brought with you to class at the START of the period	2 points
OFF TASK	2 points per acknowledgement from teacher (will double each additional time after)
INAPPROPRIATE BEHAVIOR Includes eating/drinking during class, excessive socialization, disruptive behavior or inappropriate behavior	10 points
LEAVING CLASS WITHOUT PERMISSION Students must have a hall pass; this is limited to one student at a time; five minute limit	10 points

PLUS POINTS: We will determine a day of the week to be SCRUB DAY. You will receive 2 points every time you participate. (To get these points, you must wear your scrubs)

In addition, a TEACHER OBSERVATION EVALUATION will be a part of your employability skills grade and will include these factors:

1. Pays attention and follows directions
2. Works well with minimal supervision
3. Works up to potential and shows maximum effort.
4. Works cooperatively as a member of a group.
5. Makes effective use of time and/or materials.
6. Demonstrates initiative and motivation.
7. Has a cooperative, positive attitude.

Classroom routines and procedures:

- 1) When you enter class put bags under your desk or at designated spot in the back of the room. Phone is to be placed in backpack or purse before entering classroom. Put check mark on “Present” or “Tardy” on class roster. Get Chromebook and log into Google Classroom to see what the assignment is for the day. Begin bell work written on the board. You must be in your seat when the bell rings.
- 2) When I ring the bell and or raise my hand I want you to freeze, turn and face me, pay attention, keep your eyes on me and be ready for instruction. I will have something to say.
- 3) Practice SLANT (Sit up, Lean forward, Ask and Answer questions, Nod your head, Track the speaker) during any presentations in class.
- 4) When 5 minutes remain at the end of class: put text books away, throw away any garbage near your seat, return any borrowed classroom material i.e. pencils, return Chromebook and plug it in, sit in seat quietly until the teacher dismisses you.

5) You are expected to work on Health Science work during Health Science Class.

Lab Routines and Procedures:

- 1) Perform lab procedures as directed. Remain professional in lab. Take care of equipment in lab and leave lab neater than you found it. Return equipment to proper place before dismissal.
- 2) Sign out lab equipment taken out of classroom and sign equipment in when it is returned. Students will be charged for equipment that is not returned.
- 3) Exercise safe practices in lab.
- 4) Actively participate in lab by taking initiative to seek experiences and keep busy.

Clinic Site Routines and Procedures:

- 1) Arrive at clinic site on time: Sign in on the site sheet. Introduce yourself to the director and to any new staff that you have not met. Inquire about whom you will be working with and what your assignment will be for the day.
- 2) Absences: a) Call site before scheduled time if you will be absent. b) Notify the teacher via remind before you miss site. c) If the site and teacher are not notified properly before absence occurs you will not be excused. e) Excused school related absences require proper notification to teacher and site or it will be marked as unexcused. (Unexcused absences (see SAHS student handbook) will result in a zero for clinic and will count against your grade) For minor symptoms that still allow you to be in school you will be required to attend site wearing a mask or receive a zero for site that day.
- 3) Actively seek experiences and keep busy. Ask questions and offer your help.
- 4) Leaving site: Sign out when you leave site and ask staff to initial sheet. Stay at assigned site for entire scheduled time unless excused by the teacher. Submit one – two page journal entry, (Calibri, font 12, double spaced, 1 inch margins) about your site experience via Google Docs each Friday by 5 p.m. Do not include names in your journal entries. Your Journal entry should include the following: 1) What happened? 2) Your critical thinking (the objective analysis and evaluation of an issue in order to form a judgment) 3) Importance or influence on you 4) Outcome met this week 5) Goal for next week
- 5) Transportation to site: **Student must ride school provided transportation to and from site.** Failure to comply with this rule may result in dismissal from program.

Rules for classroom

- 1) No cell phones in class. Phones must be put in purse or backpack before entering class.
- 2) Anything discussed in class related to clinical rotations will be kept confidential.
- 3) No eating or drinking from open cups or mugs in class without permission.
- 4) No sleeping positions allowed in class.
- 5) Follow SAHS student handbook. Especially note the consequences for dress code.

Rules for lab and Chromebook

- 1) No food or drink in lab area or near Chromebook.
- 2) Be professional: Do not lie on beds or touch any medical equipment or supplies unless instructed to by the teacher.
- 3) Do not use social media, watch movies, play games or listen to music on Chromebook.
- 4) Report all equipment problems to teacher immediately.
- 5) Follow SAHS dress code. Skills will involve bending, stooping and kneeling. Students will need to dress comfortably and in such a way that prevents inappropriate body exposure. If inappropriate exposure occurs, the instructor may request coverage via lab jacket or t-shirt.

Rules for clinical sites

- 1) No cell phone use. Phones must not be visible.
- 2) No food, drink or gum at site.
- 3) Maintain Professionalism: Follow dress code and excellent hygiene at clinic. (Navy blue scrubs that are clean, and pressed. Hem of pants should not touch the ground. Wear comfortable, closed toe, clean, partially to mostly white walking shoes. Wear name tag. Wear only clear nail polish or French manicures with trimmed nails, no facial piercings, and tattoos must be covered. No strong perfume or scents. Hair must be clean and shoulder length hair must be tied back. Do not accept tips or gratuities from clients. If you are not dressed for site you will receive a zero for the day.
- 4) Any violation in confidentiality is reason for immediate dismissal from the program.
- 5) Do not skip site or you may be dismissed from the program.

Consequences for not following rules:

Consequences for minor infractions: 1st offense: conference with the teacher, 2nd offense: conference with teacher and phone call to parent, 3rd offense: conference with teacher and referral to Career Center Director or Principal.

Consequences for cell phone use or visible cell phone in class or site: 1st offence: Teacher will take phone from student for class period. 2nd offence: teacher will take phone from student and call parent. 3rd offence: phone will be brought to the principal's office and parent will need to pick up phone.

The Health Science student may be dismissed from the program, forfeit certification or receive a failing grade if he/she has: more than 10 unexcused absences (unexcused tardiness over 10 minutes counts for one absence) in one semester, does not meet the course objectives, does not make up work assignments, does not have a 70% or higher in the class, has behavioral referrals, engages in the use of drugs, alcohol or tobacco, forging documents, breaching confidentiality or skipping site more than once.

Rewards earned for following rules:

- 1) Satisfaction of a job well done.
- 2) Free time can be earned by working cooperatively on either a daily or weekly basis that will be determined by the learning plans for the day.

PLEASE RETURN THIS PAGE TO MRS SMITH

Students were offered a printed copy of the syllabus. A digital version of the syllabus can be found at my website: <http://sault.eup.k12.mi.us/site/default.aspx?DomainID=144> Please review the complete document with your student and sign and return this page. Thank you!

CONTRACT:

I have read and understand the Health Sciences Routines and Procedures for the classroom, laboratory, and clinical site. I understand that a Health Sciences student may be **dismissed** from the program, **forfeit certification** or receive a **failing grade** if he/she:

1. Has poor attendance (more than 10 absences in one semester)
2. Has not met the course objectives.
3. Has not made up required work assignments or clinical days.
4. Does not have 70% or higher in class.
5. Has an employability score of less than 80%.
6. Has behavioral referral.
7. Chooses to engage in substance abuse.
8. Forges documents.
9. Breaches confidentiality
10. Skips site more than once

To the parents and students: Thank you for reviewing my class routines and procedures and grading policies. We are a team and I look forward to helping your student achieve his/her Health Sciences goals. Feel free to contact me at the school and I will be happy to listen to your concerns, questions, or suggestions.

Thank you,

Lori Smith, RN, BSN, CSN

Signature of Parent date

Signature of Student date

Print Name of Student date