



Canyon Springs High School

Learning is Priority 1



Syllabus: Preparing to Work in Health Care, Level I

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Preparing to Work in Health Care, Level I builds upon concepts learned in *Introduction to Health Care*, covering skills more directly related to clinical applications. This health careers core course is the foundation for mentoring, job-shadowing, and internships with Academy health care partners. Students continue *rigorous* interdisciplinary academic course work and expand their *relevant* workplace experiences. Community service and volunteer opportunities increase, giving students deeper insights into the multifaceted world of health care.

Textbooks: Ehrlich, A. & Schroeder, C. L. (2001). *Medical terminology for health professions*. (5th ed.). New York: Delmar.
Pence, G. E. (2000). *Classic cases in medical ethics*. (3rd ed.). New York: McGraw-Hill.
Simmers, L. (2004). *Diversified health occupations*. (6th ed.). New York: Delmar.

Career Performance Standards:

- 1. Personal Skills:** Students will understand how personal skill development affects their employability. They will exhibit positive attitudes, self-confidence, honesty, perseverance, self-discipline, and personal hygiene. They will manage time and balance priorities as well as demonstrate a capacity for lifelong learning.
- 2. Interpersonal Skills:** Students will understand key concepts in group dynamics, conflict resolution, and negotiation. They will work cooperatively, share responsibilities, accept supervision, and assume leadership roles. They will demonstrate cooperative working relationships across gender and cultural groups.
- 3. Thinking and Problem-Solving Skills:** Students will exhibit critical and creative thinking skills, logical reasoning, and problem solving. They will apply numerical estimation, measurement, and calculation, as appropriate. They will recognize problem situations; identify, locate, and organize needed information or data; and propose, evaluate, and select from alternative solutions.
- 4. Communication Skills:** Students will understand principles of effective communication. They will

communicate both orally and in writing. They will listen attentively and follow instructions, requesting clarification or additional information as needed.

5. Occupational Safety: Students will understand occupational safety issues, including the avoidance of physical hazards in the work environment. They will operate equipment safely so as not to endanger themselves or others. They will demonstrate proper handling of hazardous materials.

6. Employment Literacy: Students will understand career paths and strategies for obtaining employment within their chosen fields. They will assume responsibility for professional growth. They will understand and promote the role of their field within a productive society, including the purposes of professional organizations.

7. Technology Literacy: Students will understand and adapt to changing technology by identifying, learning, and applying new skills to improve job performance. They will effectively employ technologies relevant to their fields.

Course Objectives:

- 1. Socioeconomics:** Students will analyze the inter-relationships of the health care system. They will relate health care needs, funding, staffing, and regulation of practice to the quality of service provided.
- 2. Growth and Development:** Students will understand the concepts and principles of the structure, function, and systems of the human body in relation to human growth and development. They will classify normal and abnormal physiology and physical characteristics according to the basic developmental stages.
- 3. Safety:** Students will understand the principles of asepsis, body mechanics, and protective safety measures. They will differentiate safety issues and risks inherent to specific health careers, including but not limited to exposure to infection, hazardous and biomedical waste and materials, behavioral problems, and fire and disaster.
- 4. Communication and Decision Making:** Students will recognize problem situations in a health care setting as related to direct or indirect patient care. They will demonstrate the use of critical and creative thinking skills and logical reasoning for problem resolution. They will identify, locate, organize, and evaluate pertinent information or data and apply numerical estimation, measurement, and calculations appropriately.
- 5. Ethical and Legal Responsibilities:** Students will evaluate ethical considerations, legal constraints, and professional codes affecting health care delivery systems. They will interpret individual responsibility for professional conduct within ethical and legal boundaries.

Partners

- Arc Riverside ● Loma Linda University ● Moreno Valley Community Hospital ● Moreno Valley Unified School District ●
- Parkview Community Hospital ● Riverside Community College ● Riverside County Office of Education, ROP ●
- Riverside County Regional Medical Center ● University of California, Riverside ●

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6. Career Planning: Students will analyze the relationship of personal traits such as interests, values, aptitudes, and abilities to career choices and job satisfaction. They will compare their personal profiles with various health career educational requirements and job experience, environmental factors, and work-related values to analyze and define their career plan.

7. Health Maintenance: Students will use knowledge of prevention of disease processes for the maintenance of optimum health. They will apply appropriate fundamentals of health promotion and disease prevention strategies to achieve and maintain optimum health.

Course Outline:

Professionalism

Confidentiality

Job skills/ Mock Interview

Preparing for the world of work

History of Healthcare Industry

Documentation in Healthcare

Business skills- checks, receipts, making appointments, telephone skills

Medical Records

Written communications and documentation

Legal and ethical standards

Developmental and Socio-cultural Aspects of Healthcare

Patient Observations

Child Abuse

Ethics and Legal Foundations

Controversial Issues

Communication Skills

1. Building medical vocabulary

2. Organizational vocabulary- cavities, quadrants of the abdomen, positional and directional terms, planes, etc.

3. Suffixes, Prefixes and Roots in Medical terms

4. Skeletal System review- structure and function

5. Cardiovascular system- Structure and function of the cardiovascular system, terminology related to cardiovascular system, pathology of the cardiovascular system, and diagnostic & Clinical procedures of the cardiovascular system

6. Respiratory System- Structure and function, Terminology, pathology, Diagnostic & Clinical procedures

7. Blood and Lymphatic Systems- Structure and function, Terminology, pathology, Diagnostic & Clinical procedures

8. Muscular system- Structure and function of the muscles, terminology related to muscles, pathology of the muscles, and diagnostic procedures of the muscular system

9. Reproductive Systems - Structure and function, Terminology, pathology, Diagnostic & Clinical procedures

Requirements and Evaluation:

Grading is designed to assess student progress toward Career Performance Standards and Course Objectives. Assignments, projects, and participation count 67% of the total course grade. Unit tests and the final exam count 33%. Percentages to calculate standard letter grades are determined by points earned toward a stated goal for each assignment and project:

A+ 98% - 100%	B+ 88% - 89%	C+ 78% - 79%	D+ 68% - 69%	F 0% - 59%
A 93% - 97%	B 83% - 87%	C 73% - 77%	D 63% - 67%	
A- 90% - 92%	B- 80% - 82%	C- 70% - 72%	D- 60% - 62%	

“APA Style” is the standard for scientific publication. Therefore, student papers will conform to the current publication standards of the American Psychological Association. Specific instruction in APA Style will be given according to the latest *Publication Manual of the American Psychological Association*.

The nature of this course is such that students cannot simply do a worksheet for make-up when absent—consistent attendance is essential. Guest speakers, field trips, community service, and student presentations are critical components of the course and related assignments cannot be made up. Attendance is also an indicator of critical employability attributes such as dependability and reliability. Therefore, attendance will count as 20 participation points daily: an absence or tardy of 20 minutes or more earns 0 points and a tardy less than 20 minutes earns 10 points.

Students are allowed 3 excused absences per quarter without points being counted against them. The only way to excuse an absence in this class is to notify the instructor in person at least a day ahead of time or call the Health Careers Academy voice mail at **571-4768** prior to the start of class and leave a clear message stating: student’s name, phone number, reason for absence, and expected length of absence. (This is in addition to the school’s requirement that students notify the Attendance Office to clear an absence; likewise, clearing an absence through the Attendance Office does not excuse the absence with respect to participation points for this class. Students must notify the HCA directly, just as they would an employer.)

Classroom Policy:

In order to ensure an enjoyable and productive classroom environment, students are expected to abide by the Campus Behavior Rules as detailed in the *Parent and Student Handbook* and the terms of your Health Careers Academy *Contract*. In general, students are expected to behave in a manner appropriate to high-school-age students in a program designed and funded for their benefit.

Treat everyone with a sense of respect and you will deserve to be treated with respect yourself.

The Academy team—teachers, counselor, and administrator—meet regularly to evaluate student progress and intervene in the event of academic, attendance, and/or behavior problems. A student may be placed on HCA probation for repeated or serious violations. Unsuccessful probation may result in dismissal from the Academy. Academic honesty is required: cheating and/or plagiarism will result in failure of the assignment and HCA probation. Be seated before the tardy bell rings: school tardy policy will be enforced. Cell phones and other electronic communication devices are to be turned off in the classroom. Passes will be issued at the discretion of the instructor and only if the student presents a valid CSHS ID. Students are to remain seated until dismissed by the instructor.

<p>Sign and date and have your parent or guardian sign and date the accompanying verification form and turn it in to your HCA Tech instructor on or before the announced deadline.</p>
