

Jo Daviess Carroll

CTE Academy

Health Occupations Department

Course Name, Number: HO I Health Careers

Catalog Description:

This Health Occupations I course gives the students the opportunity to explore multiple divisions in the health occupations field. It provides study in basic anatomy and physiology; career exploration including shadowing experiences; introduction to medical terminology; introduction to medical secretarial techniques; CPR, First Aid and AED training; job seeking and workplace skills; computer applications in Health Care, and the knowledge and skills of multiple health occupations. Students will complete skills training in the school lab and job shadow/tour local health care facilities.

Time/Place:

2018-2019 School Year
8:30-10:50 & 12:15-2:30 M, T, W, Th, Alternating Fridays (Theory)
8:30-10:50 & 12:15-2:30 Alternating Fridays (Practice/Lab Time)
excluding school holidays
Jo Daviess Carroll CTE Academy
Health Occupations Room

Instructor:

Karen Koester, RN, BSN

Office:

Health Occupations Rm. 16

Contact:

815-858-2203 Ext. 116

Email:

kkoester@cteacademy.net

Office Hours:

8:00-8:30, 11:30-12:00, & 2:30-3:15 M-F

Required Text/s:

Simmers, L. (2004) Diversified Health Occupations. 6th Edition. Delmar Learning.(Clifton Park, NY)

Supplementary Text:

Sorrentino,S. & Remmert, L. (2012) Mosby's Textbook For Nursing Assistants. 8th Edition. Elsevier (St. Louis, MO)

Alignment with the Mission of the Jo Daviess Carroll CTE Academy

The primary goal of this course is to introduce students to the techniques and skills used in the role of a health care provider. Through active class participation, students develop knowledge, skills, and values aligned with the CTE’s mission to: provide a caring and supportive learning environment, encourage personal and intellectual growth, and promote social responsibility.

Course Outcomes and Assessments:

See attached chart listing course outcomes, projects and assessment methods as well as indicating how this course prepares student to meet department outcomes.

Attendance and participation policy including any required special events:

Regular attendance is mandatory in this course, because grades will be given for participation in class discussions, and in-class activities, which cannot be “made up”. If you must be absent, you are required to notify the home school and Mrs. Koester prior to the start of class on the day of absence. You are responsible for notes, handouts, and all assignments from missed classes. Teacher will not repeat classes for students who are not present. **DO NOT** schedule doctor’s appointments, trips, etc. which conflict with class time and especially clinical hours. **DO NOT** take off early for or return late from scheduled school vacations. *Attendance issues will be discussed with students on a case by case situation.*

Policies on missed exams and late work:

A percentage will be deducted from the posted grade on any late work.
Missed exams will not be made up unless prior arrangement has been made with instructor.

Grading Scale and Standards:

- 10% Daily Grades
- 30% Chapter questions
- 30% Quizzes and Exams
- 30% Skills and Shadow experiences

DAILY POINTS

- *Work Habits/Safety
- *Attitude/Follow Directions
- *Effective Use of Time
- *Equipment and Materials Use
- *Clean Up of Work Area

GRADING SCALE

100-98.5 A+	98.49-94.5 A	94.49-91.5 A-
91.49-89.5 B+	89.49-86.5 B	86.49-84.5 B-
84.49-81.5 C+	81.49-77.5 C	77.49-74.5 C-
74.49-72.5 D+	72.49-66.5 D	66.49-63.5 D-
63.49 or Below	F	

Statement on American with Disabilities Act

Any student who needs accommodations must contact Mrs. Koester and the main office at the CTE. Be sure this happens very early in the year.

Statement on Academic Honesty

Although course activities encourage collaboration and shared learning, acknowledging others for their contribution is crucial. Do not copy words, ideas, papers or parts of papers from any source without giving credit through acceptable forms of documentation.

Do not lend out your ideas, papers, or parts of papers to others. Passing off someone else's work as your own or allowing your work to be used this way is a serious break in the academic integrity of this class and the CTE academy. It may result in failure or expulsion.

Disclaimer -Dates May Change:

Due to class accommodation scheduled dates for assignments, tests, projects and products may change. Assignments are subject to revision dependent upon the progress of the class.

Course Outcomes and Assessments:

DEPARTMENT OUTCOMES	COURSE OUTCOMES Students will:	PRODUCT/PROJECT for achieving course outcomes:	PERFORMANCE ASSESSMENT:
Demonstrate critical thinking, therapeutic communication, and clinical decision making skills in practice	<p>Students will master the correct usage of medical terms- as evidenced by correctly defining the medical terms as they complete each assignment.</p> <p>Students will correctly pronounce and use medical terms to complete an assignment and statements when in the clinical setting.</p> <p>Students will interpret oral and written materials when in the clinical setting.</p>	<p>Unit Exercises 1-22</p> <p>Glossary in the back of textbook</p> <p>Unit Exams and Final Exam</p> <p>Clinical Experiences</p>	<p>Chapter Assignments</p> <p>Quizzes</p> <p>Clinical Experiences</p> <p>Final Exam</p>
Demonstrate critical thinking, therapeutic communication, and clinical decision making skills in practice	<p>Student will correctly provide information about safe, legal and ethical practice.</p> <p>Student will correctly review and understand the stressors related to providing health care and practices to change or relieve stress.</p>	<p>Unit Exercises 3,4 & 12</p> <p>Unit Exams and Final Exam</p>	<p>Chapter Assignments</p> <p>Quizzes</p> <p>Final Exam</p>
Demonstrate critical thinking and clinical decision making skills in practice	<p>Student will be able to define the signs and symptoms of altered functions in their patients.</p> <p>Student will be able to assess and evaluate patients history and condition as part of care/treatment process.</p> <p>Student will define equipment used in the care and treatment of the patient.</p>	<p>Unit Exercises 7,8 and 9</p> <p>Unit Exams and Final Exam</p>	<p>Chapter Assignments</p> <p>Quizzes</p> <p>Clinical Experiences</p> <p>Final Exam</p>
Demonstrate critical thinking, therapeutic communication, and clinical	<p>Students will -name and describe anatomical structures,</p>	<p>Unit Exercises 6</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p>

decision making skills in practice	<p>-the function of the body system, -Pronounce, define and spell medical terms related to the system. -Define selected diseases specific to the systems. -Define terms relating to the physical examination and symptomatology of the system. -Define terms related to diagnosis and treatment. -Define medical abbreviations common to each system.</p>	Unit Exam and Final Exam	Final Exam
Demonstrate proficiency in technical skills in the application of Healthcare Provider Skills.	<p>Students will be able to describe steps of process related to skills for infection control & isolation techniques for self and patient.</p> <p>Student will complete skills correctly to provide safe and effective infection control and isolation techniques for self and patients.</p>	<p>Unit Exercises 13</p> <p>Unit Exams and Final Exam</p> <p>Clinical Experiences</p>	
Demonstrate proficiency in technical skills in the application of the Nursing Assistant Skills.	<p>Students will be able to describe steps of process related to skills for personal care of the patient.</p> <p>Student will complete skills correctly to provide safe and effective care of self and patients.</p>	<p>Unit Exercises 20</p> <p>Unit Exam and Final Exam</p> <p>Clinical Experiences</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p> <p>Final Exam</p>
Demonstrate proficiency in technical skills in the application of the Dental Assistant Skills.	<p>Students will be able to describe steps of process related to skills for care of the dental patient.</p> <p>Student will complete skills correctly to provide safe and effective care of self and patients.</p>	<p>Unit Exercises 17</p> <p>Unit Exam and Final Exam</p> <p>Clinical Experiences</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p> <p>Final Exam</p>
Demonstrate proficiency in technical skills in the application of Physical	<p>Students will be able to describe steps of process related to physical therapy</p>	Unit Exercises 20 & 21	<p>Chapter Assignments</p> <p>Chapter Exams</p>

Therapy assistant skills	<p>skills for transfers, ambulation, range of motion, heat and cold applications and positioning of the patient.</p> <p>Student will complete skills correctly to provide safe and effective treatment of the physical therapy patient.</p>	<p>Unit Exam and Final Exam</p> <p>Clinical Experiences</p>	Final Exam
Demonstrate proficiency in technical skills in the application of healthcare provider skills	<p>Students will be able to describe steps of process related to skills for nutrition and fluid balance of the patient.</p> <p>Student will complete skills correctly to provide safe and effective nutrition and fluid balance of the patient.</p>	<p>Unit Exercises 10 & 20</p> <p>Unit Exams and Final Exam</p> <p>Clinical Experiences</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p> <p>Final Exam</p>
Demonstrate proficiency in technical skills in the application of Healthcare provider skills	<p>Students will be able to describe steps of process related to skills for vital signs of the patient.</p> <p>Student will complete skills correctly to provide safe and effective vital sign measurements of the patient.</p>	<p>Unit Exercises 14</p> <p>Unit Exams and Final Exam</p> <p>Clinical Experiences</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p> <p>Final Exam</p>
Demonstrate proficiency in technical skills in the application of Laboratory assistant skills	<p>Students will be able to describe steps of process related to laboratory skills needed in the care of the patient.</p> <p>Student will assist with and complete skills correctly to provide safe and effective laboratory testing of the patient.</p>	<p>Unit Exercises 18</p> <p>Unit Exams and Final Exam</p> <p>Clinical Experiences</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p> <p>Final Exam</p>
Demonstrate proficiency in technical skills in the application of Medical assistant skills	<p>Students will be able to describe steps of process related to medical assistant skills needed in the care of the patient.</p> <p>Student will assist with and complete skills correctly to</p>	<p>Unit Exercises 19</p> <p>Unit Exams and Final Exam</p> <p>Clinical Experiences</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p> <p>Final Exam</p>

	provide safe and effective care of self and patient.		
Demonstrate proficiency in technical skills in the application of Medical office worker skills	<p>Students will be able to describe steps of process related to medical office skills needed in the care of the patient.</p> <p>Student will assist with and complete skills correctly to provide safe and effective processing of patient information in the medical office.</p>	<p>Unit Exercises 22</p> <p>Unit Exams and Final Exam</p> <p>Clinical Experiences</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p> <p>Final Exam</p>

Sample Calendar/Schedule

Schedule and assignments are subject to the pace and quality of student learning.
Any changes in schedule or assignments will be announced in class and posted on the board.