

CONSTRUCTING

COLUMBIA AREA CAREER CENTER
2023-24.....

the future

COLUMBIA AREA CAREER CENTER

PROFESSIONS IN HEALTHCARE

COURSE SYLLABUS

Instructors: Megan Riley, RN, ADN

Office Hours: A days: 2:30-3:30

B days: 10:45-12:00

Or By Appointment

Phone Number: (573) 214-3800

Email: mriley@cpsk12.org

Krista Hughes, RN, BSN, MHA

A days: 2:30 - 3:30

B days: 10:45-12:00

Or By Appointment

(573) 214-3800

khughes@cpsk12.org

CACC Web Address: www.career-center.org

COURSE DESCRIPTION

Grade Level: 11, 12

Credit: 3 Hrs

Prerequisite: Family Care Safety Registry background check; State or Federally issued ID, Social Security card, drug screen, tuberculosis screening, influenza vaccine; COVID vaccine; discipline review for violence, insubordination, drugs and stealing; preference is given to students with a record of strong attendance. Students must maintain a 70% or better in the first semester to continue into the second semester and to qualify for clinicals. Prerequisites may vary depending on current industry standards needed for employment and access to healthcare facilities.

Students will learn primary patient care and communication skills and apply medical terminology in the classroom, simulated lab, and community settings. Clinicals require students to perform hands-on patient care with residents at local Long-Term Care Facilities. Hands-on patient care includes skills such as: performing vital signs, supporting residents with activities of daily living (showers, eating, toileting, etc.), and working with residents who have dementia, immobility, and other common geriatric conditions. American Heart Association Healthcare Provider Basic Life Support CPR certification is a requirement and part of the coursework.

Completing 100 hours of direct patient care and 75 hours of classroom instruction may provide eligibility for the Missouri Certified Nurse Assistant exam. This will enable students to work in healthcare facilities, pursue postsecondary education, and enhance admission opportunities to advanced healthcare career programs. Any student interested in pursuing a career in healthcare will greatly benefit from the skills taught as part of this course. Every student will have a chance to promote personal and professional skills through participation in HOSA.

COLLEGE CREDIT

Dual Credit and Articulated Credit

College credit may be earned through Dual Credit and/or Articulated Credit when the subject matter covered and the competencies mastered are equivalent to those required in a particular college level class as identified by the postsecondary institution. There is a fee for the award of dual credit; however, dual credit is transcribed for the student whether or not the student attends that college or university after high school graduation. The transcribed credit is usually transferable to other postsecondary institutions.

The following dual credit courses will be offered to students taking Professions in Health Care:

Moberly Area Community College:
HSC171 Medical Terminology (3 credits)

COURSE STANDARDS*

1. Foundation Standard 1: Academic Foundation
2. Foundation Standard 2: Communication
3. Foundation Standard 3: Systems
4. Foundation Standard 4: Employability Skills
5. Foundation Standard 5: Legal Responsibilities
6. Foundation Standard 6: Ethics
7. Foundation Standard 7: Safety Practices
8. Foundation Standard 8: Teamwork
9. Foundation Standard 9: Health Maintenance Practices
10. Foundation Standard 10: Technical Skills
11. Foundation Standard 11: Information Technology Applications

** NATIONAL HEALTHCARE FOUNDATION STANDARDS AND ACCOUNTABILITY CRITERIA*

COURSE OBJECTIVES

The Profession in Healthcare student will:

- A. Explore the interrelationships and the opportunities for careers in health occupations.
- B. Demonstrate, on the job, the basic entry-level skills of a health care assistant in one or more of the health occupations.
- C. Relate the technical information needed to make judgments in performing health care assistant duties in one or more of the health occupations.
- D. Identify the physical, emotional, spiritual needs of families, as well as, the patient/resident; and demonstrate the ability to meet these needs on a health care assistant level.

- E. Exhibit behavior that indicates an attitude of respect for patients/residents, employers, co-workers, and fellow citizens.
- F. To develop an awareness of the broad scope of personal and community health needs and activities.
- G. Identify the organs and structures of the body systems.
- H. Demonstrate comprehension of the main functions of the body systems.
- I. Pronounce, spell, and define commonly used medical terms for anatomy, physiology, pathology, and procedures related to the major body systems.
- J. Demonstrate comprehension of medical words by defining their elements.
- K. Use a medical dictionary and similar reference materials to find the meaning of medical terms and commonly used abbreviations.
- L. Utilize a variety of technological resources to complete assignments and projects and collaborate with others

MAJOR ASSIGNMENTS

- 1. Complete required unit exams
- 2. Complete required quizzes
- 3. Classroom work/assignments
- 4. Complete Basic Life Support for Healthcare Providers (CPR)
- 5. Construct a professional resume.
- 6. Complete CNA curriculum and final examination

SUPPLIES

- 1. Spiral Notebook
- 2. Note cards (1 pack)
- 3. Headphones/earbuds/airpods
- 4. Writing utensils (blue/black ink)
- 5. One of the following: Germ-X/hand sanitizer, Kleenex, or disinfecting wipes (ex. Clorox)
- 6. Disposable or surgical mask or KN95 Mask for use in clinical facilities
- 7. 2 sets of black scrubs
- 8. 1 pair of non slip, close toed shoes

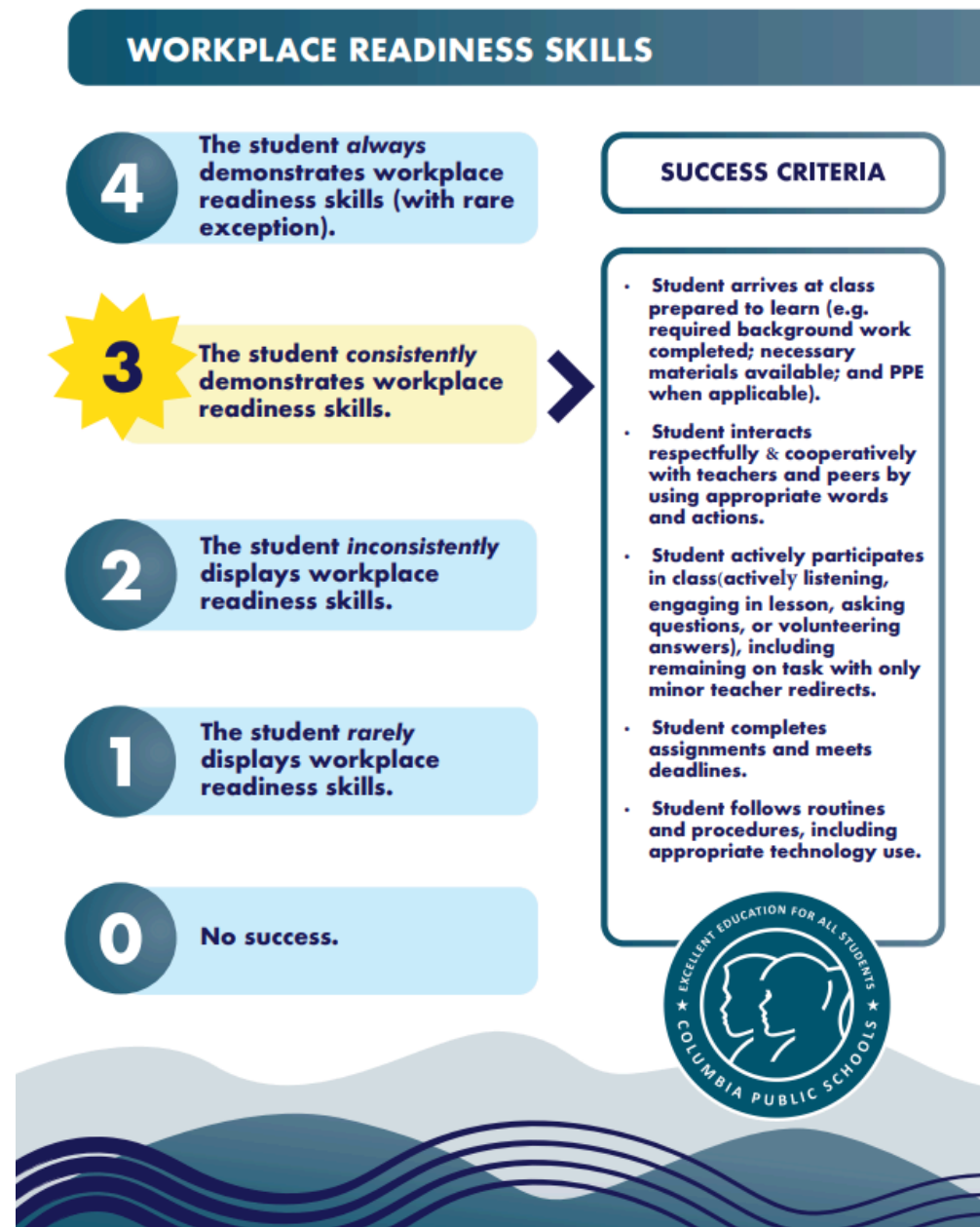
GRADING SYSTEM

The grading scale is in accordance with the Columbia Public School System.

Grading Scale:	A	94 - 100	C	73 - 76
	A-	90 - 93	C-	70 - 72
	B+	87 - 89	D+	67 - 69
	B	83 - 86	D	63 - 66
	B-	80 - 82	D-	60 - 62
	C+	77 - 79	F	59 - 00

WORKPLACE READINESS SKILLS

Columbia Area Career Center classes strive to prepare today's students for tomorrow's careers-careers that may occur immediately following high school or after a postsecondary education. Students will receive feedback on their Workplace Readiness Skills through the WPR proficiency scale, and a score will be reported at IPRs and at Report Card time. These skills were determined after gathering information from our community partners about which skills they value in their prospective employees. Using a WPR proficiency scale allows us to focus on and report employability skills separate from academic content.



Grade Calculations:

Grading will be based on a large variety of activities, including worksheets, projects, exams, quizzes, skills lab work, written work, clinical work and other activities. There are no subjective grades given. We don't give grades—you EARN them!

- Evidence of Learning 100%
- Workplace Readiness Skills 0%

The student should expect frequent classwork/assignments and quizzes throughout the course of Professions in Healthcare. Movement through the material may be brisk at times and requires that the student manage assignments accordingly. ***Students will be assigned self study units through the course of the CNA Curriculum. Lessons should be completed in full and will be assessed on unit exams and in the CNA Final Exam.*** This grade will be earned by presence, punctuality, preparation and participation (if online this would mean attending and being actively engaged during Zoom meetings) and based on CACC's outlined Workplace Expectations.

Student Resources:

Carter, P. J. (2020). *Lippincott textbook for Nursing assistants: A humanistic approach to caregiving.* Wolters Kluwer.

Carter, P. J. (2020). *Workbook for Lippincott textbook for Nursing assistants: A humanistic approach to caregiving.* Wolters Kluwer.

Allan, D.M. & Basco R.C. (2021). *Essentials of Medical Language, Fourth Edition.* McGraw-Hill.

McGraw-Hill Education. (2021). *Connect: Online access for Essentials of Medical Language, Fourth Edition.* McGraw-Hill

Connect: It is a mandatory resource. Connect will be part of the students' homework. Students will be assigned a range of concepts per chapter. Each chapter will be worth 50 points. All concepts must be completed for students to earn full credit for the chapter. They will be expected to complete each chapter by the due date. Late work will be accepted at the instructor's discretion. Medical Terminology Exams, Quizzes and Homework will all be completed through the Connect website. Student's will be given registration information and asked to set up an account online to access the assignments and assessments.

Expected Study Time Commitments: Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3 credit hour class.

Homework Policy: Each assignment will have a due date and time noted in Schoology. Classwork/assignment completed in class or as homework may be graded for accuracy or completion, at the discretion of the instructor. Students are expected to achieve mastery on assignments and may be required to redo components of an assignment until this is achieved.

Weekly Quizzes: Students are expected to complete a weekly quiz covering content from that week's lectures. Quizzes will be administered through schoology. Students will be given the option to replace one quiz grade with the score they obtain on the corresponding Unit exam, if the corresponding Unit exam is better than a previous quiz grade related to the same unit.

Schoology: All assignments, quizzes, and exams must be submitted via schoology unless otherwise instructed by the instructor.

Student Computers: Students are expected to have computers in working order for each class period. Students should have their laptops charged and be able to log into schoology each day. If the student's computer is not in working order, it is the student's responsibility to take the computer to their media specialist in a timely manner to have the issue resolved. Students from CPS can access their media specialist at their home schools. For students from outside CPS district, their IT support for their CPS laptop is located at the Columbia Area Career Center.

Late Work Policy: Students will be assigned a due date for each assignment completed in or outside of class. It is his/her responsibility to manage these and turn them in by their due date. Assignments turned in after the day that it is due (but before the corresponding unit exam) will be accepted at the discretion of the instructor.

Late assignments turned in after the completion of the associated unit will not be accepted for credit. Additionally, once an answer key for an assignment has been released, the assignment may be not turned in for credit. Due dates will be written on the board in the classroom and noted on all assignments in Schoology and it is the student's responsibility to turn them in accordingly.

Due to the nature of our coursework, it is necessary for students to remain caught up on their assignments as this overlaps with what they are doing in their clinical rotations, therefore if a student is missing more than two assignments, they will not be allowed to attend clinicals and will be asked to go to student services to complete the missing assignments.

Test Policy: All unit and medical terminology exams will be administered using a lockdown browser. If the student is absent the day of an exam the student **will be expected to make it up within 1 week of the absence**. The student must arrange a time outside of class to take the test. Generally, tests are announced at least one week in advance, and in fairness to others and for grading purposes, they must be taken in a timely fashion. In class review sessions may be held with the class to review prior to a test; if a test is missed however, the student will not be given this opportunity. The instructors reserve the right to plan pop quizzes that students may or may not be informed of prior to the quiz. The instructor reserves the right to change the quiz or exam for any student that takes the exam after the original test date.

Test Retake Policy:

- **UNIT EXAMS:** Students who score less than an 80% on any Unit Exam will be given an opportunity at the end of the semester to retake the unit exam(s). Students will be provided with a list of completed unit exams and their corresponding test score. They will be asked to indicate which exam or exams they would like to retake. It is the students responsibility to notify the instructor in writing which exams they will retake. Test retakes will be given at a time designated by the instructor at the end of the semester.
- **MEDICAL TERMINOLOGY EXAMS:**
 - **Dual Credit Students:** Due to our agreements with MACC, students choosing to obtain dual credit for Medical Terminology will not be given the opportunity to retake medical terminology exams.
 - **Students who did not enroll for dual credit:** Students who score less than 70% on any medical terminology exam will be given an opportunity to retake the exam(s) at the end of the semester. Students will be provided with a list of completed medical terminology exams and their corresponding test score. They will be asked to indicate which exam or exams they would like to retake. It is the students responsibility to notify the instructor in writing of any exams they will retake. Test retakes will be given at a time designated by the instructor at the end of the semester.

Notes: Instructional materials used in class will be placed on Schoology and/or Google Drive. The student may be required to review materials and/or watch an instructional video prior to class. The instructor may highlight only key points for discussion, leaving the majority of classroom time for hands-on activities and projects. If for some reason the student misses a section of notes, they can utilize these sites to see what was missed for that period.

Attendance: Attendance in this class is MANDATORY. We will be doing many in class activities, skills demonstrations, and hands-on work in the skills lab. Missing class will result in a loss of critical information and may lead to the student falling behind in knowledge and opportunities to master skills necessary for successfully completing the CNA certification. Any student who does not complete the required 75 hours of classroom time and 100 hours of clinical time will not be eligible to sit for their CNA certification exams. In order for your student's absence to be excused we will need the following: a doctor's note or parent excuse for any unplanned absences or advanced notice of any planned absences. Students are expected to complete assignments, quizzes, and exams regardless of absences. It is the student's responsibility to make arrangements with their instructor to make up any missing assignments/assessments.

Absences: Students should make every effort to be in class each day. **If the student is absent, it is his/her responsibility to see the instructor for any missed material.** Google Drive and/or Schoology materials will be placed in the corresponding week of class on Schoology. The student will also be responsible for obtaining these notes and reviewing them independently. The instructor will be available to support the absent student, as needed. Students will have the same number of days to complete assignments. **In class or online assignments will not be eligible to**

make up for points. The instructor reserves the right to allow students to complete alternate assignments in place of these points if the absence is EXCUSED by the school.

Student Progress Reports: Students who are below 70% on an IPR will not be able to participate in clinicals until they have achieved a 70% or greater percentage in the class. Missed clinical time may not be able to be made up. This will compromise students' ability to meet eligibility requirements for the Missouri CNA examination and become certified nurse assistants. Students below 70% at the semester end will not participate in clinicals for the second semester. Students must prove that they understand the content taught prior to practicing and working with residents for everyone's safety. Work not completed to this standard will be required to be redone to the specified level of quality.

End-of-Course Exam: When a student has taken three (3) credits of a career center program, they will take an industry-based end-of-course exam. **For this class, the End-of-Course Testing will be the Certified Nursing Assistant Certification exam.** To obtain a Missouri CNA Certification you must complete 75 hours of classroom instruction, 100 hours of clinical time, and have satisfactory clinical performance. **In order to take the Missouri CNA Certification exam, each student must have a cumulative grade of 70% or higher and have a minimum of 80% or above on at least 3 unit exams.** If a student does not achieve the necessary percentage or meet the requirements mentioned above they will not be eligible to take the Missouri CNA Certification exam to obtain their certification, but will take a similar alternative test as their "final" and end-of-course testing for the PHC class.

Dress Code: Professionalism is demonstrated in the appropriate dress of the student in both the classroom and clinical settings. Please be aware of the following dress code requirements:

1. **SCRUBS:** Students in the Professions in Healthcare course will need to purchase 1-2 sets of black scrubs. The "brand" of the scrubs does not matter, but they must be black in color. I highly recommend checking at Wal-Mart, Scrubs and Beyond, or online (Amazon, etc) for black scrubs. It is the expectation that students will wear scrubs each day for the duration of the class and/or clinical day. **This requirement will begin on 9/18/2023.**
2. **HAIR:** Hair should be tied back and cleared from face at all times during clinicals and in the lab.
3. **SHOES:** Students must wear slip resistant closed toed shoes, such as tennis shoes or clogs to protect their feet. Shoes such as flip flops, open toed sandals, and Crocs are **NOT** allowed in the clinical setting or in the lab.
4. **NAILS:** You may wear nail polish (regular or gel), however, you may **NOT** have artificial nails (tips or whole nail) or dip nails in the lab or at clinicals. If a student chooses to have their nails done for a special occasion, they must have artificial nails and/or dip nails removed before their next class/clinical day.
5. **MASKS:** Students may be expected to wear a mask while at any of our 3 clinical locations. While CPS no longer has a mask mandate in place we **must** follow the policies of our clinical locations.

Not complying with the dress code will result in the loss of the ability to participate in classroom/clinical activities for the day, at the discretion of the instructors.

If purchasing scrubs is a hardship for the student/family please email the instructor so assistance can be provided to the best of our ability and with the utmost discretion.

Cell Phone and Airpod Policy: While cell phones and airpods have a strong presence in today's society, they have limited use in the classroom. Students will **not** be allowed to have phones or airpods out during in-person instructional time, unless told otherwise by the instructor. All cell phones and airpods should remain in students' backpacks or placed in their cubby located at the back of the classroom and usage will be monitored by the instructor. If circumstances exist that would warrant the use of a cell phone or airpods for personal reasons, the student may speak privately with the instructor prior to class to make arrangements. At no time should the instructor and/or guest speakers be audibly or visually recorded. Failure to abide by this policy could result in disciplinary action.

Student Fees:

Due to the nature of this course, there are fees associated with obtaining required certifications and completing required paperwork. Students are responsible for covering the cost of the following:

AHA CPR Card: Due 9/6/2023	\$ 10
PHC T-Shirt Fee: Due 9/6/2023	\$20
CNA Graduation Fee: Due 1/30/2023	\$20
Family Care Safety Registry (Background Check): Check must be provided to attached to the FCSR Application Due: 9/6/2023	\$15
1-2 Sets Black Scrubs	<i>Variable</i>

***Payment for student fees (except for the FCSR Background Check) can be made with cash, check, or online with school pay. Checks may be made payable to Columbia Area Career Center (CACC).*

If making this payment is a hardship for the student/family please email instructors so assistance can be provided to the best of our ability and with the utmost discretion

If paying online using school pay, please scan the QR code below to be directed to the online school pay account for Professions in Healthcare.



Student Classroom Contract Professions in Healthcare

I have read the syllabus for Professions in Healthcare and agree to work with the instructors to meet the class expectations. I have had the opportunity to ask questions and have them answered.

Student Signature

Date

Parent Signature

Date