

Health Assistant 2018-2019 Program Syllabus Ms. Wheaton

Course Description

The Health Assistant Program at Greene County Career and Technology Center provide students in grades 10-12 with basic knowledge of a variety of health care careers. The course is designed to provide basic theory, as well as assisting the student with developing self-discipline, encouraging personal growth, acceptance of responsibility, the development of sound ethical attitudes and professional behavior. Students interested in the Health Assistant program should be in good physical health, have the ability/professionalism to work with others, a genuine interest in patient care, motivation to learn, and a positive attitude that demonstrates maturity and responsibility. Upon completion of the course, students will be qualified to function in the health care field, under the supervision of professionally trained persons such as a doctor, dentist, or registered nurse.

We are pleased to welcome back into the Health Assistant Program the Nurses Aid training. All students will learn the tasks needed to accomplish reaching their Nurse Aid certification and have the opportunity to test for the State Nurse Aid certification through the American Medical Certification Association., or Certified Patient Care Technician through the National Healthcare Association. Students will also have the opportunity to complete state testing through the American Medical Certification Association for a variety of clinical exams such as: Medical Assistant Certification, EKG Technician Certification or Mental Health Technician to name a few.

Instructional Philosophy

Challenging situations arise in healthcare daily, and the student must be able to demonstrate professionalism, critical thinking, and leadership. To meet these demands students will be challenged using simulation projects to foster growth within these areas. Activities within the classroom will include reading, researching, projects- both individual and group, problem solving, and hands on laboratory activities. Students will often work in teams, but will be expected to complete individual assignments in relation to the team's work. Seniors will be given a project at the beginning of the year and present the project outcomes to the class at the end of the year. Students will be given challenging real-world projects and assignments typical of the health care field. High quality work is expected and students will be given opportunities to redo work until it meets standards.

Course Goals

- Active listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Instructing — Teaching others how to do something.
- Speaking — talking to others to convey information effectively.
- Time Management — managing one's own time and the time of others.
- Service Orientation — actively looking for ways to help people.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Writing — communicating effectively in writing as appropriate for the needs of the audience.
- Demonstrate technical, interpersonal and management skills necessary to work in a medical office, hospital, and nursing home.

Major Course Projects and Assignments

- Daily Professional Journal – reflects content and academic knowledge
- Technical performance – throughout the course, the student will demonstrate proficiency in the following areas:
 - Orientation and Safety
 - History and Trends of Health Care
 - Health Care Systems
 - Careers in Health Care
 - Personal and Professional Qualities of a Health Care Worker
 - Legal and Ethical Responsibilities
 - Medical Terminology
 - Anatomy and Physiology
 - Human Growth and Development
 - Cultural Diversity
 - Geriatric Care
 - Nutrition and Diets
 - Computers and Technology in Health Care
 - Medical Math
 - Promotion of Safety
 - Infection Control
 - Vital Signs
 - First Aid
 - Preparing for the World of Work
 - Medical Assistant Skills
 - Nurse Assistant Skills
 - Physical Therapy Skills
 - Business and Accounting Skills
- Research paper and presentation on medical topic of student's choice once every nine week period.

Course Assessment Plan

Assessment methods will include written exams, reading assignments, written assignments, daily professional journal, projects, and performance check off lists:

- **Daily Grade:** 40%- Classroom conduct and professionalism. This is broken down as 100 points each day- 65 points on punctuality and being prepared for class (being on time and being dressed according to the Health Assistant Dress code policy), and 35 points for classroom conduct and qualities of work, work ethic and safety.
- **Task:** 30%- Weekly Professional Journal, homework, research paper and presentation, performance skills check off list
- **Test:** 30% - Chapter test/Quizzes
- (Seniors) NOCTI Test and portfolio-20% of final grade*
*for eligible seniors only
- (Juniors and Sophomores) Career Readiness Grade level requirements-20% of final grade

Drug Test

Each student is required to complete a drug test prior to participating in an internship and/or Co-Op program. Students in the Health Assistant class are required to complete an internship at Waynesburg Healthcare and Rehabilitation. Each student must have a “negative” drug test result before participating in an internship or Co-Op program. The drug testing will be done at school and each student will be responsible for paying \$25.00 for the drug test. **Any student who refuses to take this drug test, or who takes this drug test and does not have a “negative” test result, will not be able to participate in an internship and/or Co-Op program, and it will be recommended that the student be removed from the program. Any student who does not participate in the internship and/or Co-Op program because of their refusal to take the required drug test or as a result of a positive test result will forfeit any tuition or fees paid to the GCCTC.** If a student has a financial hardship and cannot afford a drug test, please let the Administration know and the GCCTC will seek financial assistance on your behalf.

NOCTI Assessment

All eligible seniors completing the program are required by the state of Pennsylvania to take a National Occupational Competency Testing Institute (NOCTI) exam related to their program of study. NOCTI provides occupational competency assessments required by the PA Department of Education (PDE) to measure and evaluate a student’s competency in their technical program. Students must take both the written and performance sections. This test will be used as a cumulative final exam grade of 10% for seniors.

Make Up Work

Students are responsible for asking their instructor for makeup work when they have missed school. Students have the right to make up all class work missed due to suspension or excused absences. Students will have two (2) school days to make up work. However, class work, including tests, quizzes, and assignments may not be made up for unexcused absences; and the grade of zero (0) will be recorded for that assignment, test, or quiz.

The final grade will be distributed according to the sending school's grading scale:

Final Grade	CHS	JMHS	MHS	WCHS	WGHS
A	100-93	100-92	100-90	100-90	100-90
B	92-85	91-82	89-80	89-80	89-80
C	84-75	81-70	79-70	79-70	79-70
D	74-65	69-60	69-60	69-60	69-60
F	64 and below	59 and below	59 and below	59 and below	59 and below

Classroom Discipline

Students must adhere to the GCCTC Student Handbook Policies and Conduct Expectations. If students violate ANY of the policies the following interventions will be used:

- **First Offense** - Warning (offenses of a serious nature will be handled in cooperation with administration immediately)
- **Second Offense** - Phone Call or Email home and/or a referral to guidance counselor
- **Third and Subsequent Offenses** - Referral to Administration

Ms. Wheaton will be making frequent communication home via email, mail or phone calls to keep all parents up to date on the performance, attendance and attitudes of the student within the classroom. If there is ever a time you have a concern please do not hesitate to contact her at the email listed below, or call her at 724-627-3106 ext. 240.

By signing below you acknowledge having read and understand the Health Assistant Program Syllabus. Parents/ guardians and students will be notified if any changes need to be made to the course policies. If you have additional questions and/or comments you may call the school at (724) 627-3106 to speak with the teacher or email Ms. Wheaton at wheatons@greenectc.org.

Guardian/ Parent Signature:

Date:

Student Signature:

Date:
