

MISSION VALLEY ROP/JAMES LOGAN HIGH SCHOOL
MEDICAL OCCUPATIONS SYLLABUS
2018-2019

COURSE TITLE: Medical Occupations
INSTRUCTOR NAME: Dr. Dhana Uppula
LOCATION: Room 228
OFFICE HOURS: By appointment
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COURSE DESCRIPTION

This course prepares students for entry-level employment opportunities in a variety of medical careers. Opportunities include but are not limited to Physical Therapy, Pharmacy, Dental, Radiology, Nursing Care facility, Dietary, and Veterinary clinics. Classroom instruction includes professional ethics, medical terminology, infection control, vital signs, basic anatomy/physiology, CPR, and special procedures. After initial classroom instruction, students are placed in a local clinic or other health care facility for on-the-job-training during the second semester. **Students must provide their own transportation to the clinical sites. Students are required to produce documental proof of immunizations or vaccinations.** Students will attend control class on every **Monday** at their home school on their regular scheduled class schedule.

This class also includes instruction on sexual harassment policy, bullying and students are required to sign that he/she has understood the policy on sexual harassment.

PREREQUISITES

High School Counselor Approval

COURSE OBJECTIVES: (ALL THE UNITS INCORPORATE COMMON CORE STANDARDS)

- I. Health Care Systems
(NHS 3.2 Health Care Delivery System – 3.21, 3.22; NHS 3.3 Health Care Delivery System Results – 3.31; NHS 8.1 Health Care Teams – 8.11, 8.12, 8.13; NHS 8.2 Team Member Participation – 8.23)
- II. Careers in Health Care
(NHS 4.4 Career Decision-Making –4.42)
- III. Interpersonal Skills
(NHS 2.1 Oral Communication Skills – 2.11 thru 2.15; 4.1 Key Employability Skill – 4.17; 4.2 Interpersonal Communications – 4.21; NHS 6.3 Cultural, Social, and Ethnic Diversity – 6.31 and 6.32; NHS 8.2 – 8.21, 8.24, 8.26)

- IV. Personal Qualities of a Health Care Worker
(*NHS 4.1 Key Employability Skills – 4.13*)
- V. Legal Responsibilities
(*NHS 5.2 Legal Practices – 5.22, 5.25, 5.26; NHS 6.2 Ethical Practice – 6.23, 6.25*)
- VI. Medical Terminology
(*NHS 2.2 Written Communication Skills – 2.26*)
- VII. Anatomy and Physiology
(*NHS 1.1 Human Structure and Function – 1.11 thru 1.14; NHS 1.2 Diseases and Disorders – 1.21, 1.24 and 1.25*)
- VIII. Human Growth and Development
- IX. Nutrition and Diets
- X. Computers in Health Care
(*NHS 11.1 Communication Technology – 11.11*)
- XI. Promotion of Safety
(*NHS 7.2 Personal Safety – 7.21, 7.22; NHS 7.3 Environmental Safety – 7.32, 7.33 and 7.34; NHS 7.4 Common Safety Hazards – 7.41, 7.42, 7.43, 7.44, 7.45 and 7.46; NHS 9.1 Health Behaviors – 9.13, 9.14; NHS 10.1 Occupational Safety – 10.12*)
- XII. Observation and Charting
(*NHS 2.2 Written Communication Skills – 2.21 thru 2.26; 4.2 Interpersonal Communications – 4.22 and 4.23; NHS 5.1 Legal Implications – 5.14*)
- XIII. Infection Control
(*NHS 1.2 Diseases and Disorders – 1.22; NHS 7.1 Infection Control – 7.11, 7.12, and 7.13; NHS 7.2 Personal Safety – 7.21 and 7.23; NHS 9.1 Healthy Behaviors – 9.11, 9.13; NHS 10.1 Occupational Safety – 10.11, 10.12, 10.13 and 10.14*)
- XIV. Vital Signs
- XV. First Aid
(*NHS 5.1 Legal Implications – 5.15, 5.16 and 5.18; NHS 5.2 Legal Practices – 5.27; NHS 7.5 Emergency Procedures and Protocols – 7.51 and 7.53; NHS 10.1 Occupational Safety – 10.13 and 10.14*)
- XVI. Clinical Lab Skills
- XVII. Physical Therapy Skills
(*NHS 6.2 Ethical Practice – 6.26*)
- XVIII. Business and Accounting Skills
(*NHS 11.1 Communication Technology – 11.12*)

XIX. Individual Career Research
(NHS 4.4 Career Decision-Making – 4.41 and 4.42)

XX. Preparing for the World of Work

(NHS 4.1 Key Employability Skills – 4.12,4.14, 4.17, 4.18 and 4.19)

XXI. Workplace Basic Skills and Behaviors
(NHS 4.2 Interpersonal Communications – 4.22, 4.23 and 4.24; NHS 4.3 Personal Growth and Development – 4.32 and 4.33; NHS 8.1 Health Care Teams – 8.11; NHS 8.2 Team Member Participation – 8.21, 8.27 and 8.29)

XXII. Diversity and Sensitivity
(NHS 4.1 Key Employability Skills – 4.16)

XXIII. Harassment in the Workplace

REQUIRED TEXT, MATERIALS, TOOLS, RESOURCES

Text: “Diversified Health Occupations” and associated workbook, provided by instructor. Students will need appropriate attire, **scrubs and covered shoes for their clinical site**, and specific immunization required by individual clinical sites. **Students must have their own transportation to the clinical site during the second semester.** Students **must keep 8 hours per week free** to do internship. Second semester they are not scheduled in class Tue-Fri during their class time except on Monday, which is control class day.

Each student will need a notebook to take notes and one-inch, three-ring binder and five sheet protectors for his/her student portfolio project, which will commence at the beginning of the second semester. The portfolio will include a cover letter, resume, completed job application, thank you letter, and one outstanding work sample/project. **A MVROP Certificate of Completion for every student earning a grade of “C” or better is given at the end of the year.**

GRADING POLICY

First semester:

Test / Quizzes25 % of grade
Labs.....25% of grade
Class-work/Homework10% of grade
Projects25% of grade
Attendance, Work Ethics, Citizenship, Attitude & Participation -15% of grade

Second semester:

Clinical attendance 50% and Control Class attendance 20 % of grade = 70% of grade
Projects / Portfolio20 % of grade
Tests / Quizzes.....10% of grade

Course grade will be determined on total points earned. Extra credit 5% on outstanding work!

100-105% = A+, 100% - 90% = A, 89% - 80% = B, 79% - 70% = C, 69% - 60% = D, 59% or less = F

WEEKLY ASSIGNMENT SCHEDULE

Late work and make-up of missed work policy is posted in the classroom as follows: Students will get 10% less each day for late submission of the work up to a week. **Students will get 50% credit if assignments are late more than a week (5 business days) until the end of the current quarter.**

If a student is present when an assignment is announced, and they are absent on the due date, the assignment is considered late **unless they have a parent note or doctor's note for more than 3 days of sickness** and when a student is absent for the test, **he/she must approach the instructor** for taking the missed test, on the day they return. Even if a student is not present on the day the assignment is announced, it is their responsibility to find out from the instructor or other students or Google classroom; they will not be given extra time unless they can provide a parent note or doctor's note.

ATTENDANCE POLICY

Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, students are expected to be on time for classes every day.

Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. Failure to complete make up assignments will adversely affect your grade. It is the responsibility of the student to make sure all absences are cleared in the office. Failure to have the absence cleared within three days will be considered a cut. If you are tardy or miss class multiple times, your grade will be adversely affected.

Students must arrive on time to class. Talking on a cell phone or having personal conversation outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may prevent the student from receiving a course certificate. It is the school policy to send students to the office after the fourth tardy.

Internship attendance: Points are given for attendance at the clinical site and the credits are given based on the number of internship hours attended. **Students must make up internship hours if the site is closed for quarantine or if the student is sick. You need 136 hours as senior and 144 hours as a junior to complete the program.** The make-up can be done during weekends, spring break, or any time convenient to the student, after the clinical site supervisor's approval. Students must understand the HIPAA act and maintain privacy and confidentiality of the patient and must practice respectful conversation with patients at the internship. **NO USAGE OF CELL PHONES** while at work.

Not being tardy and perfect attendance enables a student to get his or her choice of internship site provided the site accepts the student, and enables them to fulfill one of the criterion for **an honor cord**.

EXPECTATIONS FROM THE STUDENTS

Students are expected to **demonstrate proper work ethics** and qualities: Self- discipline, reliability, responsibility, **respect for others**, good attendance, **positive attitude**, neat appearance, commitment to class goals and objectives. Students must participate in all class activities and/or events. If parents do not want their son/daughter to participate in a particular assignment, an alternate assignment will be given. Parent needs to contact instructor.

Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

Students completing this course with a grade of “C” or better will receive a Mission Valley ROP Certificate of Completion with listed competencies achieved in the course.

Behavior:

1. Students must show respect to fellow students and are responsible for their behavior.
2. Students will pay attention and follow the directions the first time they are given.
3. Students will stay in their assigned work areas and **instructor can change the seats and re-arrange groups if required.**
4. Students will not make disruptive noises.
5. Students will not wear hats/goggles or eat in the classroom.
6. All cell phones must be turned off while in the classroom and at the internship. **Supervisor at the site can drop a student if the student is noticed using phone, texting or browsing.**
7. Students using computers will abide by the **ACCEPTABLE USE POLICY AND ALL RULES REGARDING COMPUTER USE.** Rules will be explained to students before they will be allowed to use the computers. (Refer to Logan students’ Handbook and rules will be posted in the classroom.)

If a student chooses to break a rule and/or rules, the consequences will be as follows:

Occurrence	Consequence
1 st Occurrence	Student will be given a warning
2 nd Occurrence	15 minutes detention
3 rd Occurrence	15 minutes detention and a call home
4 th Occurrence	All the above and the student sent to the Assistant Principal

Severe Disruption:

When a student causes a severe disruption, **he/she will be given an immediate referral to the Assistant Principal.** Actions that constitute a severe disruption are as follows:

1. Verbal or physical abuse to anyone
2. Fighting
3. Willful destruction of property
4. **Refusal to do what he/she has been told by the instructor**
5. Stops the class from functioning
6. Using or dealing drugs

Immunizations Required for Clinical Internships:

1. Hepatitis B – 3 doses
2. Varicella (chicken pox) – 2 doses
3. MMR – 2 doses
4. tDAP- current
5. Flu –optional

6. TB (PPD) – 2 consecutive negative tests or if first one positive then a chest X-ray
7. CPR card and drug clearance tests are required by some sites like Washington West and Kaiser
8. Background check required by some sites like Washington West and Kaiser
9. Kaiser requires web training on orientation, background check and HIPAA

***** All the above documents are due by October last week (31st) to secure spots at the intern sites.**

Those students who submit first get better site of their choice (first come, first served basis) as the documents are required by the clinics. Students who meet the all the requirements have better chances of securing the sites. **Consult the instructor for any problems you may have from time to time to avoid disappointment later.**

Career Technical Skills (Competencies):

- Identify health care systems and facilities
- Describe various health careers and qualifying requirements
- Demonstrate professional qualities of a health care worker
- State basic legal and ethical responsibilities in health care
- Identify basic medical terminology
- Describe anatomy and physiology functions of the human body systems
- Demonstrate appointment scheduling
- State cultural diversity areas of concern
- Record growth charts based on age and weight for male and female children
- Recognize methods of geriatric care and related symptoms
- Identify appropriate nutrition and related diets
- Demonstrate proper infection control techniques
- Demonstrate methods for checking basic vital signs, record TPR charts
- Get certified in first aid procedures and CPR techniques by AHA BLS
- Demonstrate HIPAA awareness; respect and dignity of the patient

Application of Skills:

- Demonstrate dental assistant skills
- Demonstrate medical assistant skills
- Demonstrate nursing assistant skills
- Demonstrate physical therapy skills
- Demonstrate business and accounting skills
- Demonstrate pharmacy skills

Medical Occupations Class Expectations: The course syllabus and calendar is available to print anytime from the MVROP instructor's website: Go to the following site and find your instructor!
<https://www.mvrop.org/Page/239>

Register in Google classroom with the following code based on your class timings

3 & 4th period code - fem53k

6 & 7th period code - n9zztp

KEEP CHECKING GOOGLE CLASSROOM

Student/Parent Agreement

Medical Occupations Class Expectations: The course syllabus and calendar is available to print anytime from the MVROP instructor's website: Go to the following site and find your instructor!
<https://www.mvrop.org/Page/239>

Must be signed and returned to instructor by 09-21-18 Friday

Dear Student,

I have read and understood the topics listed in the Medical Occupations course syllabus. I agree to come to class on time and prepared, abide by the rules and policies, be courteous and respectful in order to have a positive learning environment for myself and my classmates. I understand I have access to my progress report via Q Student Connect and access to Google Classroom.

Student Name (PRINT): _____

Student e-mail address: _____

Cell Phone # _____ (to contact student during internship)

Student Signature:

Date:

Dear Parent,

I have read and understood the topics listed in my son/daughter's Medical Occupations course syllabus. I will ensure my son/daughter will abide by the rules and policies in order to have a positive learning environment and have every opportunity to succeed in the course. I understand I have access to my student's progress report via Q Parent Connect. **I understand not finishing required curriculum hours means losing credits and I will be notified in a timely manner.**

I understand that my child must have their own transportation to and from the clinical facility during the second semester internship.

Name of the parent (PRINT) _____

E-mail address of the parent: _____

Phone number for contact: _____

Parent Signature _____

Date _____