

Mission Valley ROP/James Logan High School
Medical Occupations Syllabus
2023-2024

Course Title: Medical Occupations
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Mission Valley School Learning Outcomes: Throughout this course students will

WORKPLACE BASIC SKILLS AND BEHAVIORS

- Apply skills learned in class
- Analyze information and make decisions
- Communicate verbally and in writing
- Work independently and as a team member in a diverse workplace
- Work reliably, responsibly, and ethically

CAREER TECHNICAL SKILLS

- Demonstrate occupational competencies
- Use appropriate technology
- Understand and practice occupational safety standards
- Demonstrate an awareness of how a business or industry functions

JOB EMPLOYMENT SKILLS

- Develop a plan to achieve career goals
- Use effective job search strategies
- Demonstrate an awareness of the importance of lifelong learning

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.

This class also includes instruction on sexual harassment policy, bullying. Students are required to sign that they have understood the policy on sexual harassment.

Units of Instruction:

- | | |
|--|---------------------------------------|
| ● Workplace Basic Skills and Behaviors | ● Job Employment Skills |
| ● Career Technical Skills | ● Careers in Health Care |
| | ● Personal Qualities of a Health Care |

- Worker
- Legal and Ethical Responsibilities
- Medical Terminology
- Anatomy and Physiology
- Human Growth and Development
- Geriatric Care
- Cultural Diversity
- Nutrition and Diet
- Infection Control
- Vital Signs
- First Aid
- Dental Assistant Skills
- Laboratory Assistant Skills
- Medical Assistant Skills
- Nurse Assistant Skills
- Physical Therapy Assistant Skills
- Business and Accounting Skills

Community Classroom/Internship-2nd Semester

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 documentary proof of immunizations or vaccinations. Students will attend control class every Monday.

A student MUST earn a “B” grade or better in order for the student to attend the internships during 2nd semester. If the student does not earn a “B” for the first semester of the course, they will be dropped from the course and need to find another course to fill their schedule.

Required Text, Materials, Tools, Resources

Textbook: Diversified Health Occupations, 9th Edition, Louise Simmers, 2022

Students will need appropriate attire, scrubs (loaned) and covered shoes (your own) 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 an internship. Students will meet at their James Logan High School classroom each Monday (control day) when they are in internship. Tues-Friday they will not be expected to be in class, but are to spend the 8 hours at their internship site.

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 “B” or better is given at the end of the year.

UC A-G status: This course meets the UC/CSU A-G “g” requirement.

Articulation: This course is articulated with Las Positas College. Students who earn a B or better in the Medical Occupations course will be eligible for 2.0 college credits for Bio 55: Orientation to Health Care.

Grading Policy: First semester:

Test / Quizzes

25 % of grade

Labs.

25%of grade

Class-work/Homework

15% of grade

Projects

25% of grade

Second semester:

Community hours

50% of grade

Control Class attendance

10 % of grade

Supervisor feedback

10% of grade

Projects / Portfolio

20 % of grade

Tests / Quizzes.

10 % of grade

Grade Percentage Breakdown:

A= 100-93% A- = 92-90%

B+ = 89-87% B = 86-83% B- = 82-80%

C+ = 79-77% C = 76-73% C- = 72-70%

D+ = 69-67% D = 66-63% D- = 62-60%

F= Below 60%

Class Policies

1. **Participation/Attendance:** Students are expected to attend and participate in class every day. **If you are tardy or miss class multiple times, your grade will be adversely affected.** Points for class participation are also dependent on the presence and punctuality of the student. Any absences or tardies will have a negative effect on job readiness and thus on the student's grade.
2. **Missed Work:** It is the **student's responsibility** to obtain any notes, handouts and assignments that were missed for an excused absence. If class was missed for a school function (i.e. athletic contest, field trip) it is the student's responsibility to see the teacher prior to the event to make arrangements for the missed work. If arrangements have not been made prior to the event, no make-up work will be allowed. **All make-up work must be completed within one week of the absence. A student may NOT make-up any assignment, quiz or test due to an unexcused absence or tardy.**
3. **Work Readiness:** You will be graded on your work readiness. Work readiness relates to skills that employers want to see in their employees and contributes to your formative grade. The qualities include: punctuality, attendance, assignments that are neat, complete, on-time and accurate, initiative and proper use of cell phones
4. **Behavior:** This is a career technical class; therefore we will adhere to a professional environment in the classroom. Students will conduct themselves in a manner that is becoming of a healthcare professional. Any behavior that would not be tolerated in a healthcare setting or is disruptive to the learning process will not be tolerated and will affect your grade.

The following rules will be observed in the classroom at all times:

- **NO CELL PHONES IN CLASS UNLESS GIVEN SPECIFIC PERMISSION**
- No eating or drinking in the classroom (with the exception of water)
- No profanity or offensive language
- No cheating
- Have a positive attitude
- Be respectful
- Be ready to learn

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. 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.

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. Covid-19 2 doses proof (card copy) and Bivalent Covid-19 booster dose
8. CPR card and drug clearance tests are required by some sites

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***** All the above documents are due asap but not later than November last week (30th) to secure spots at the intern sites. First come first served for the clinical sites available. No changes once accepted.**

Career Technical Skills:

- Describe anatomy and physiology functions of the human body systems
- Demonstrate appointment scheduling, telephone techniques and message taking
- 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 and graph TPR charts
- Get certified in CPR by AHA BLS and describe the components of emergency crash cart
- Demonstrate HIPAA awareness; provide privacy, respect and dignity to the patient
- Demonstrate electronic medical record keeping
- 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

Application of Skills:

- Describe dental assistant skills
- Describe laboratory assistant skills
- Describe medical assistant skills
- Describe nurse assistant skills
- Describe physical therapy skills
- Describe business & accounting skills

Medical Occupations Course Syllabus Assignment

10 point assignment

Complete this [Google Form](#)

Please print out, initial and sign. Then scan or take a picture of the document and return to the instructor through the google classroom assignment entitled Expectations

Student _____

Please initial the following

Parent Student

_____ I have read and understand the procedures listed in the Medical Occupations Syllabus and agree to abide by them.

Student Name-Print

Student Signature

Date

Student Email

Student Phone

Parent Name-Print

Parent Signature

Date

Parent Email

Parent Phone