

Wilco Area Career Center

Introduction to Healthcare Professions

Instructor: Jeannine Marco, RN, M Ed

Grade level: 11, 12

Suggested Prerequisites: Biology, Algebra 1, HS English/LA

COURSE DESCRIPTION

Introduction to Health Careers is designed to familiarize students with the various career options in the medical profession while introducing them to some basic skills and practices. Students will be introduced to body systems including anatomy and physiology of each system. Student will also learn medical terms and word forms related to each system. Students will become familiar with tests and procedures as they relate to diagnosis of problems within the various systems. Students will be introduced to hands on skills necessary for various healthcare career pathways while simultaneously learning skills necessary for use while working with others such as: providing good communication, proper safety practices, legal and ethical responsibilities, employability skills, cultural considerations in the healthcare industry, problem solving and , decision making skills and accepting personal responsibility of oneself. In addition, students will receive basic college readiness skills in related mathematics and language arts standards.

Course components will include Medical Terminology, Introduction to Healthcare Careers, First Aid and CPR Certification. For a small fee, students will be given the opportunity during the course of the school year to sign up for Healthcare Provider/AED CPR certification. Upon completion and passing of American Heart Association written CPR exam and skill portion, the student shall receive a CPR certification card.

Students enrolled in Wilco are given the opportunity to receive college credits for certain portions of the course through Joliet Junior College or College of Du Page. Students who enroll in these credits are expected to complete the course with minimum completion grade of a “C” or instructor may encourage the student to withdraw. No student should willingly accept a “D” on a college transcript as a result choosing to voluntarily withdrawal would be in his/her best interest. Some college credits require the student to complete the Compass Test or ACT with minimum scores in certain areas to be eligible. Wilco will not be held responsible if student does not meet these minimums on these tests or does not complete the test and submit the scores to student services. It is expected that the student will accept full responsibility for completing necessary requirements to obtain all college credits.

Instructional Philosophy

Students will be expected to meet all listed course goals and be able to demonstrate their understanding of the concepts necessary for an introductory health care career. The instruction involves an application/ laboratory based structure with audio/visual support and class lecture.

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Students will work collaboratively to troubleshoot individual problem areas, complete review activities and prepare hands-on projects that integrate skills and written work. Assignments will require students to utilize academics skills in basic applied mathematics, health/life sciences and language arts. Student's will be given work readiness evaluations monthly which will be based on class participation, quality of work, attendance, job completion, behavioral expectations, use of resources and ability to communicate with peers and instructor. Daily written assignments, written and oral unit projects, chapter quizzes, unit exams, and comprehensive semester exams shall comprise the main portion of the students' grade.

Students will be able to access grades through the Wilco Area Career Centers on line grade component to monitor progress and attain ongoing grade reports. Instructor feedback will also be provided, so the student can make necessary corrections and adjustments. Upon completion of the school year students will demonstrate mastery of tasks as indicated on the student task list tool. Students will be held to all safety and quality standards expected on the job. Students will be expected to utilize outside resources to obtain information for some assignments. Library research and professional consultation will be required for some projects. Tutoring is available in Student Services most days of the week. For those students pursuing college credits through Joliet Junior College or College of Du Page, semester grade must be a minimum requirement of 70%, as well as, the student is required to complete or meet any other standardized testing minimum scores as established by the institution seeking credits from.

Class Operation:

The instructor provides direction and manages the classroom setting, but also gives the students some autonomy for planning certain day to day assignments and managing the class environment with peers. The instructor will meet briefly with students at the beginning of each day to review previous lectures, discuss the content for the day, provide notes and demonstrate any new concepts as needed. Individual assistance will be provided as necessary. Projects will require students to utilize all internal classroom resources as well as those in the community. Periodic class discussions will focus on student understanding of material. Students will be called upon in class discussion scenarios. Students will work independently and in small groups as the lesson dictates. Students will be given a variety of resources in the form of guided notes, resource lists and study guides. Students will be expected to actively participate in the instructors on line resources of Moodle and Quizlet. If student has a situation which prevents this access the instructor should be made aware of these special circumstances.

Monitoring Performance:

Each student will be responsible for monitoring their individual progress throughout the year. Students will have access to the schools grade posting system. Students and families will be educated on access to the system at the beginning of the year. Students will be expected to check grades regularly and are encouraged to question any grade in dispute in private with the instructor. Students will only be provided with grade monitoring sheets after major unit exams. Student progress will be evaluated /updated weekly. Since the focus of attending a career center is also to build appropriate skills for on the job, students will receive a monthly evaluation from the instructor which will focus on those skills as they relate to the classroom setting. Students will be provided comments for improvement. These evaluations may be copied and used when student may be obtaining future employment.

Student Professional Organization:

All students will have the opportunity to join the Health Occupation Students of America. This organization costs \$20.00 to join and supports the mission/skills of all healthcare related programs. Joining this organization allows students to participate in HOSA's state competition conference in Decatur, Illinois in the spring. This conference allows health career students to be recognized for their clinical competencies within the state. Enrolling in this organization also provides an excellent professional organization to list on a resume.

Suggested Course Supplies :

Binder with separators (highly suggested)

Notebook paper

Notebook (if not using binder)

Class folder (dedicated to this class)

Index cards (lots)

Small storage box, baggies, or ring to hold flashcards together

Flash drive /USB storage device

Pens/Pencils

Folders with prongs for various projects

Grades for the class will be based on the following performance standards:

A Independent Learner

Researches assigned material; designs and plans for projects; applies academic skills, evaluates own work and makes adjustments; creates highest quality work; needs minimal instructor assistance; independently seeks out own resources; demonstrates competency; grade of 90-100.

B Semi-Independent Learner

Does research, designed and planned; needs some instructor assistance; creates quality work with some flaws; needs teacher feedback to understand work does not meet standards; adjusts work to meet standards; demonstrates competency; grade of 89-80.

C/D Dependent Learner

Needed help to research design and plan; relied heavily on the instructor; had to be given procedures for performing tasks; required significant help to produce a quality product; final product did not meet standards; demonstrated knowledge with a grade of 79-70 or 69-60 respectively.

F Failure

Did not complete projects; projects that were completed were poor quality and did not pass; grade of less than 60.

Wilco Area Career Center Grading Scale

100-90 A

89-80 B

79-70 C

69-60 D

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Below 60 F

Evaluation Criteria

Work Readiness Evaluations: Students will be evaluated and provided feedback on their ability to be prepared for an upcoming job in a healthcare setting- 25%

Daily Work/ Small Group Projects: Daily participation via group discussion, and small group projects as well as, lab work and written assignments; medical dictionary project – 25%

Unit Exams/ Nine Week Projects: Weekly quizzes and intermittent tests on text materials -40%

Final exam: Comprehensive knowledge and application of core concepts component-10%

COURSE CONTENT

Language of Medicine (Health Careers Text reference by chapter number)	Chapter lesson	Careers to Explore	Skills (found in Health Careers Text)
Chapters 1-4	Introduction to Medical Terminology Word Structure/ Prefixes/Suffixes		*Career Clusters *History of Healthcare (1)
Chapter 5&6 (Chapter 16)	Digestive System	Internist, Family Practitioner, Gastroenterologist, Dentist, Orthodontist , Prosthodontist, Dental assistant, Dental Lab Technician, Dietician, Dietary Aide	*Denture Care *Feeding *My Plate *Measuring Ht/Wt
Chapter 7 (Chapter 17)	Urinary System	Urologist, Dialysis Technician, Lab Technician (Urinalysis), Transplant Coordinator, Urine Drug Screening Technician, Health Information Manager, Medical Records Clerk, Hospital	*Measuring Intake and Output *Urine Specimen types/collection *Charting/SOAP format *Computers and PDA use

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		Administrator	
	*First Nine Week Project Due		
Chapter 11 (Chapter 11)	Cardiovascular System	Cardiologist, Cardiovascular Surgeon, Plastic Surgeon, Surgical Tech, EKG Tech	*EKG lead Placement *Military Time
Chapter 12 (Chapter 13)	Respiratory System	Pulmonologist, Respiratory Therapist, Nurse Practitioner, Registered Nurse, Licensed Practical Nurse, Certified Nurse Assistant, Flight Nurse	*Measuring Vital Signs *Graphing Vital signs *Nursing Process
Chapter 13 (Chapter 12)	Blood	Phlebotomist, Blood Bank Personnel, Lab Tech, Medical Assistant	*Agar Streak Plate/ Bacteria Growth
Chapter 14	Lymphatic/Immune	Microbiologist, Research Scientist, Health Inspector, Public Health Director	*Employability *Interviewing *Answering the phones
Chapter 8/9 (Chapter 21)	Reproductive	Obstetrician, Gynecologist, Nurse Midwife, Obstetrical Nurse, Infertility Specialist, Geneticist, Genetic Counselor, Ultrasound Technician	*Cultural Awareness (5) *Bed Making *Ultrasound use
Chapter 10 (Chapter 19)	Nervous	Neurologist, EEG technician, Chiropractor, Alternative Medicine Healer Somnographer	*Reflex Testing
Chapter 15	Musculoskeletal	Podiatrist,	*Dressing the patient

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(Chapter 14/15)		Orthopedist, Occupational Therapist, Physical Therapist/Assistant, Massage Therapist	* Range of Motion *Body Positioning * Back Massage
Chapter 16 (Chapter 10)	Skin/Integumentary	Dermatologist, Pediatrician, Pediatric Nurse, Flight Nurse, EMT, Paramedic	*Healthcare Safety (3) *Body Mechanics *AHA First Aid / BLS CPR with AED
Chapter 17 (Chapter 20)	Sensory	Audiologist, Optometrist, Optician, Optometrist, Speech Language Pathologist, Acupuncturist, Hypnotherapist, Reflexologist	*Visual Acuity/ Snellen Eye Test
Chapter 18 (Chapter 18)	Endocrine	Endocrinologist, Veterinarian, Vet Technician, Breeder, Zoologist, Marine Biologist	*Diabetic Blood Testing *Responding to a diabetic emergency
Chapter 19	Oncology	Oncologist, Pathologist, Forensic Pathologist, Biomedical Engineer, Funeral Director, Coroner	*Legal/Ethical (4) *Stages of Death/dying *Bill of Rights Terminally Ill * Post Mortem care
Chapter 20	Radiology	Radiation Therapist, Radiology Tech, Nuclear Med Tech, Chemist, Cytologist	*Preparing X ray Film *Preparation for various x ray exams
Chapter 21	Pharmacology	Pharmacist, Pharmacy Technician	*Preparing Medication Tray
Chapter 22	Psychiatry	Psychologist, Psychiatrist, Counselor, Social Worker, Sociologist, School	*Mental Status Exam

	Psychologist	
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Semester One Video Connections

Magic School Bus Digestion
 Making Dental Molds
 Dental Instruments
 Oral Care of Unconscious
 Catheter Care
 Use of Bedpan
 Blood Banking
 Centrifuge of a Blood Specimen
 Open Heart Surgery
 Nail/Foot Care
 Bathing the Patient

Semester Two Video Connections

Acupuncture
 Neurological Exam
 Caring for the Diabetic
 Veterinary Medicine
 Chemotherapy Treatments
 Taking an X Ray
 X ray Preps
 Mammograms
 EEG
 Psychiatric Disorders

Major Course Projects

Students will be expected to complete the following course projects each nine weeks. Each project will be worth a 100 point exam and shall be turned in by due date assigned unless specific arrangements have been made in advance of due date with instructor. All projects not received by due date shall be a loss of 10 points or one letter grade for every school attendance date work is turned in late. (NO projects will be accepted via email). The following list is representative of the projects due each nine weeks. Instructor will make every attempt to allow some time in class for work on projects. Thus it is the students responsibility to make good use of allowed class time.

FIRST NINE WEEKS (DUE DATE _____)

- * **JOB SEEKING PORTFOLIO:** Prepare a cover letter and resume for a potential introductory healthcare career. Complete a monthly job search inventory whereby current health career postings are reviewed or potential college programs in your area of study are explored for cost and minimum necessary requirements for acceptance into the program are indicated. A copy of the above items will be placed in a binder to serve as the student's portfolio to be used during a prospective job interview.

SECOND NINE WEEKS (DUE DATE _____)

***HEALTHY LIFESTYLE PROJECT (Choose One)**

***HEALTHY GOAL NOTEBOOK:** Prepare a healthy lifestyle notebook by first completing a healthy lifestyle assessment. Upon completion of the assessment the student shall create at least one healthy lifestyle goal which they will monitor throughout the course of the year through weekly journaling on their goal including data from other sources such as health articles read, photos, letters from professionals etc.

***HEALTH EDUCATION PROJECT:** Prepare a Health Education project to be presented in class. Student may work with a partner if discussed with instructor in advance. A health topic will be presented to the class through use of a prepared lesson

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and instruction. Instruction can be provided in any format such as power point, prezi, video etc. Students participating in the lesson shall evaluate the lesson provided.

THIRD NINE WEEKS (DATE DUE _____)

CAREER PROJECT (Choose One)

***CLINICAL SPECIALTY:** Student will choose a career that he/she is planning to pursue. This career must have at least one clinical skill which can be learned and demonstrated. Student shall create a career portfolio which contains evidence of career interest including cover page, resume, career summary; education, training and credentials necessary to the career, professional associations which support the career, interview with a professional in the field, work based learning summary, learning outcomes, professional verification of work experience and skill checklist for skill to be performed. The career portfolio will show an understanding and documentation of work based experience. The skill can be a digitally recorded demonstration of a skill related to the chosen profession or can be demonstrated in front of the class. The resume may be used from the job seeking portfolio.

***HEALTH CAREER DISPLAY:** Choose a health related career of interest to you. Prepare a visual 3 sided poster display of the specific career. Make the display interactive for students who view the display. Provide handouts, brochures or other visuals and activities as the topic allows. Be prepared to interact with students and answer questions as they visit your display.

CAREER RESEARCH PAPER: Prepare a standard research project/paper by researching a health career of interest to student. Student shall type a 5 page paper to be turned in by date designated. Student shall also create a Power Point or poster to showcase the chosen career and this will be presented to the class on assigned date.

FOURTH NINE WEEKS (DUE DATE _____)

MEDICAL TERMINOLOGY DICTIONARY: Prepare a student Medical Dictionary as part of the Medical Terminology component. Students will be required to keep terms in a complete and organized terminology notebook, flashcard file system or windowpanes in a clasp folder. This ongoing tool will be utilized throughout the year for organizing those medical terms with which they may want to refer back to at a later date.