

**Boone Career & Technical Center**  
**Health Science Education Program**  
**2020 – 2021 Senior Course Syllabus**

**PROGRAM:** Health Science Education  
**CONCENTRATION:** Therapeutic Services  
**COURSE:** Clinical Specialty I (Course # 0789)  
Clinical Specialty II (Course #0790)  
Work-Based Integration and Transition (Course #0520)  
Health Science Clinical Experience (Course #0730)

**PREREQUISITES:** Foundations of Health Science (0711)  
Advanced Principles of Health Science (0715)

**INSTRUCTOR:** Mrs. Caspia Sheppard, MS, BSN, RN  
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**COURSE DESCRIPTION:**

The Therapeutic Services Concentration allows students to explore careers focused primarily on changing the health status of the patient over time. Health professionals in this concentration work directly with patients; they may provide care, treatment, counseling and health education information. Students will have the opportunity to participate in a work-based clinical experience. \*COVID-19 related guidelines will supersede all syllabus requirements. Students will choose a health career specialty for in-depth study and must complete a minimum of 50 hours in an applicable clinical rotation(s). Instruction is guided by career-specific content skills sets that must be mastered before you are eligible to attain certification. Within these courses, students focus upon employability skills and career development, and apply healthcare information technology and technical skills. Instruction will incorporate project and problem-based healthcare practices and procedures to demonstrate the criticality of these skills. Due to healthcare industry standards, exemplary attendance is mandatory.

**TEXTS:**

Introduction to Health Science Technology, Louise Simmers  
American Heart Association BLS for Health Care Providers  
American Red Cross CPR for the Professional Rescuer and Health Care Provider  
Workplace Readiness for Health Occupations, Bruce Collier  
Clinical Specialty Area Workbooks and Study Materials

**TEACHING METHODS:**

Lectures and note-taking	Homework Assignments
Demonstrations	Teamwork Assignments
Technical Skills Practice	Clinical Specialty Assignments
Projects & Clinical Portfolio	Clinical Internship
Written Exams & Quizzes	Community Service

### BASIC COURSE REQUIREMENTS:

1. The Health Science Student Handbook contains important information about course requirements. There are several required forms for the Health Science Education Program. These forms can be found in the Appendix and should be completed and returned during the first week of classes.
2. Students will need to bring the following items to class every day: 3-ring binder, paper, pencils and black or blue ink pens, and the assigned textbook(s).
3. **Immunization Records, including Hepatitis B Vaccinations.** An up-to-date immunization record must be on file with the instructor before the student will be approved for clinical rotations. Other pre-requisite immunizations for clinical sites include Influenza, Varicella, T-Dap and MMR x2.
4. A completed medical information form **MUST** be submitted.
5. Students must have current **First Aid** and **CPR for the Professional Rescuer** or **BLS for the Health Care Provider Certifications** for clinical rotations. These were offered during the students' first year of HSE.
6. **All students must pass a drug screening test before entering the health care facility.** Students who fail the drug test or refuse to undergo drug screening will be retrained by the SWP faculty, prohibited from entering a clinical facility or participate in out-of-school trainings, and prohibited from continuing in HSE courses.

### GRADING AND EVALUATION:

1. Daily attendance and participation in class activities, exams, quizzes, skills labs, assignments and clinical internship will each be given a numerical grade. Students who do not complete the required number of classroom and/or clinical hours will not be eligible to attain certifications!
2. Participation in skills labs is required. Students must demonstrate competence in assigned skills and will receive a numerical grade upon completion of each skill.
3. Incomplete work will not be accepted. Late work will be lowered by one letter grade for each day that the assignment is late.
4. If you score below 75% on any examination, you will be encouraged to repeat the exam. The score entered in the grade book will be the average of the two examinations.
5. **FINAL EXAMINATION:** An End-of-Course Exam will be given at the end of each semester.
6. After-school tutoring will be provided to any student who needs assistance. There is no cost for this service. Please contact me to schedule time for tutoring.
7. When the instructor observes cheating on the part of the student, the case shall be handled in accordance with the following procedures:
  - a. The instructor has the authority to give the student the grade of "F" on the assignment involved in the cheating or a grade of "F" in the course.
  - b. The instructor will submit to the principal, within three (3) days from the time the cheating occurred, a written report, along with the physical evidence, stating the facts of the case and the action taken by the instructor.
8. The instructor has the authority to make beneficial changes in assignments and point values for the assignments as situations throughout the course may change.

### GRADING SCALE:

90-100	A
80-90	B
70-80	C
60-70	D
0-60	F

### AWARDS AND HONORS:

One student will be chosen as outstanding student each nine weeks. Outstanding students may be juniors or seniors. The criteria for selection are:

Quality and Quantity of Work	Attendance
Dependability	Attitude and Cooperation
Skills Performance	Participation in HOSA
Leadership Skills	Community Service

Outstanding students will also be invited to become a member of the *National Technical Honor Society*. Students are recommended by the career & technical instructor. Criteria for nomination:

CTE GPA of 3.5 or better	Overall GPA of 3.0 or better
Exemplary Conduct	Exemplary Attendance
Leadership & Teamwork	Community Service

**Governors Workforce Credential** criteria that needs to be met by April 15, 2021 are:

CTE course grades of B or higher in all 4 core courses	Obtaining 10 points worth of industry credentials
Successful passing grade on NOCTI per WVDE	Earn 95% or better on CTE Portfolio
Attain school verified attendance of 95% or higher	Pass 2 random drug tests no less than 30 days apart

The website link below can be utilized to research more specific details regarding the CTE.

<https://wvde.us/technical-education/>

### **SPECIAL NEEDS STUDENTS:**

If you need accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately.

### **RESPECT FOR OTHERS:**

We understand that our students represent a rich variety of backgrounds and perspectives. We are committed to providing an atmosphere for learning that respects diversity. While working together to build this community, we ask all students to:

- Share their unique experiences, values and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Appreciate the opportunity that we have to learn from each other.
- Value each other's opinions and communicate in a respectful manner.
- Keep confidential discussions of a personal (or professional) nature.
- Use this opportunity together to discuss ways that we can create an inclusive environment in this course and throughout Boone County.

### **CELL PHONES:**

Use of cell phones in the Health Science Education Program is prohibited unless directly specified by the instructor. Cell phones are to be kept on silent in the student's personal bag and out of sight or in the holding/charging area provided by the instructor. Cell phones are NOT to be utilized to capture any PHI (protected health information) or unauthorized image, sound, or video. All violations of proper cell phone use will result in submission of the device to the BCTC director. If the BCTC director is not available, the device will be given to the Health Science Education Instructor. The parent/guardian of the student will be notified to pick up the cell phone and BCS disciplinary action will ensure.

## SKILLS CONTRACT:

A Working Agreement between the Health Science Education Program (HSE) at the Boone Career and Technical Center (BCTC) AND Health Science Education Students & Parents/Guardians

I. State Of Agreement: This is a mutual agreement between the Boone Career and Technical Center Health Science Education Program and Health Science Education Students & Parents/Guardians. This contract provides for understanding of the grading rubric concerning skill set rotations students will be participating in during this school year. **As a direct result of the need for supervised learning experiences in the health science education skills sets, it is imperative that students are in regular attendance.** In accordance with the provisions set forth in this agreement, students of the health science education program will receive daily grades related to various health care skills. **Due to the amount and type of hands-on material covered, instructors will not be able to revisit covered subjects during subsequent class time; therefore, students missing the skills on the day of instruction are required to attend the BCTC on Faculty Senate Days to complete the missing skills and earn the points.**

## ATTENDANCE POLICY:

The mission of Boone Career and Technical Center's Health Science Education Program is to provide the opportunity for all students to be partners in a quality education which fosters the development of the individual talents and promotes emotional and physical well-being. Regular school attendance is essential in promoting responsibility and success in our programs. A major consideration of many employers when evaluating prospective employees is their attendance record in school. Employers note that the degree of success of a candidate is directly related to attendance. With this as our goal, we aim to promote a responsible attendance pattern for our young adults.

Our Policy, therefore, reflects the premise that all absences whether excused or unexcused result in the loss of instructional time. Daily teaching and interaction of students and teachers cannot be duplicated. Consistent with this belief, the attendance policy for Health Science Education students at the Boone Career and Technical Center is as follows:

- a) After a student has been absent from the classroom/clinical of the HSE program for 10 (ten) days, the said student will be given a written warning and a conference will take place with the BCTC instructor and/or administrator. The student's parent(s)/guardian(s) will also be notified.
- b) After a student has been absent from the classroom/clinical of HSE program for 15 (fifteen) days, the said student, parent(s)/guardian(s), counselor, instructor and/or school administrator will conduct a hearing and implement an attendance improvement plan.
- c) After a student has been absent from the classroom/clinical of the HSE program for 17 (seventeen) days, the said student will be dismissed from the HSE program. They will be required to enroll in a different concentration area at the BCTC, continue in the classroom section of the course but be prohibited from participating in clinical rotations, or remain at his/her home school for additional classes during the subsequent school term.

## CONFIDENTIALITY/ HIPAA AGREEMENT:

1. While at clinical sites or in laboratory settings, you may come in contact with written information about patients/students, such as medical records, laboratory test results, x-rays, and the like. In addition, you may hear people talking about patients/students and their conditions. This information is confidential, and it must NOT be disclosed except to those people who are authorized to have access to them. (Release of Medical Information). You may not discuss this information with family or friends even if the information is about them. Patients expect the hospital to keep medical information confidential and you are expected to abide by the hospital/clinical sites' policies and procedures.
2. Information about hospital employees contained in their personnel and employee health files is also confidential and should be handled as set forth in "Confidentiality of Personnel Records" and "Confidentiality of Employee Health Records" policies of each clinical site.

3. Other information, such as proprietary information about hospital operations, incident reports, material designated as “Peer Review” by the Medical and Dental Staff, information concerning lawsuits in which the hospital is involved, and other similar information should also be treated as confidential and not disclosed to others without the permission of your supervisor.
4. Each student will complete training outlining HIPAA policy and procedures and the correct handling of PHI (Protected Health Information).
5. HIPAA is a law that guarantees the protection of individually identifiable health information, the rights granted to individuals, Office of Civil Rights (OCR) enforcement activities, and how to file a complaint with OCR. All HIPAA regulations must be enforced by the student while in clinical/laboratory setting.
6. Medical ethics should guide the conduct of the health science education student. Students shall **NOT**, in any manner, discuss outside of the classroom/clinical setting any procedures, patient identifiers, or private information regarding patients and/or volunteers. No photos shall be taken and no information is to reach the internet. Any questions or concerns regarding a privacy issue should be directed toward the instructor immediately. Patient’s/Volunteers’ privacy is a top priority, therefore, ANY violation of the HIPAA “privacy act of 1996” will result in expulsion of the student from the health science program.

#### **CODE OF CONDUCT:**

1. Your behavior at all times should be exemplary and reflect positively on Boone Career & Technical Center, your home school, and Boone County Schools.
  - You are in training to become a health care professional. As such, you are expected to treat everyone with respect and promote the well-being of the group.
  - Teamwork is an essential aspect of the health care professional. You are expected to participate in all Health Science Education activities and demonstrate the ability to work well in team events and assignments.
  - Any student who receives In-School Suspension or Out-of-School Suspension cannot compete or attend Leadership Conferences located outside the BCTC and may be prohibited from engaging in clinical experiences.
2. You must dress appropriately for all Health Science Education (HSE) activities. Failure to adhere to the dress code may prevent you from participating in trainings, field trips and community events!
  - The HSE Program adheres to the Boone County Schools dress code.
  - Business casual dress (khakis, polo, comfortable, closed-toed shoes) or clinical attire (scrubs) are required for community and training events.
  - Hair must be clean and secured above the collar with no obstruction of vision.
  - Nails should be clean and well-manicured.
  - During training events, jewelry will be limited to stud earrings, a watch, and/or plain wedding band.
3. The use of tobacco products, drugs or alcohol are strictly prohibited and will result in disciplinary measures as specified in the policies and procedures of Boone County Schools.
  - Any student in violation of this policy will be prohibited from participating in Health Science Education activities outside of the school environment, including field trips, health fairs, and leadership conferences.

**INFORMED CONSENT:**

1. I authorize the Boone Career and Technical Center allied health staff and students to perform one or more of the following services on my child: electrocardiography, venipunctures, capillary punctures, vital signs, urinalysis, hemoglobin, hematocrits, blood typing, blood sugars, cholesterol, blood smears, microbiology skills, and serology procedures for clinical training purposes. These procedures are for practice only and not for diagnostic reasons. There will be no charge for the above performances/tests and are completed under direct instructor supervision.
2. The students enrolled in the medical laboratory and/or ECG/Phlebotomy classes have been instructed on all the following safety procedures: needle stick, fire, general hospital/clinical, biological, chemical, as well as physical hazards that may be found in a laboratory/hospital setting. Procedures for disease prevention must be followed during handling of any blood or body fluids.
3. Possible risks and side effects as a result of some of the above procedures include bruising of the skin, hematoma, infection and inflammation at the puncture site and/or fainting. In rare circumstances, bloods clots may occur.

**BOONE COUNTY SCHOOLS CODE OF CONDUCT**

I agree to abide by current Boone County School's Code of Conduct. A copy for review is located in the Instructor Copy of the Student Handbook located in the classroom.

By signing below, I acknowledge the understanding of and agree to the policies and procedures described in the *Health Science Education Program Senior Course Syllabus*. I have been afforded the opportunity to ask questions and seek clarity from a BCTC HSE instructor and/or administrator.

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Parent Name/ Parent Signature	Date	Student Name/ Student Signature	Date
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### Title IX ADA 504 Notice

Boone Career & Technical Center (BCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the BCS Safe Schools Director Anthony Tagliente at 304-369-8276 or [ataglient@k12.wv.us](mailto:ataglient@k12.wv.us). For inquiries concerning 504/ADA, please contact the Director of Exceptional Children Mary Knapp, at 304-369-8245 or [mknapp@k12.wv.us](mailto:mknapp@k12.wv.us). Inquiries may also be submitted in writing to the following Director's at Boone County Schools 69 Avenue B Madison, WV 25130.