**Medical Skills & Services**  Mrs. Miller 2019-20

**Syllabus** **Please retain in your Medical Skills folder all year**

**Supplies:** #2 pencils, 1- 1” binder with 3-rings and pockets or paper folder with brads and pockets, ample paper. No markers or red pens please.

**Grade Line How To:** GBHS has 24/7 access to student’s grades

**Grade line how to:**

New Link: <https://students.santarosa.k12.fl.us/>

login is student ID and Password is 2 digit month and day (mmdd) of birth.

**Grading:**

TESTS: 3-5 given each 9 weeks; most will be multiple choice, true/false, matching, short answers, and discussions. Some labeling will be required.

HOMEWORK: Homework will be given 2-4 times each week. Usual completion time is less than 30 minutes.

CLASSWORK: This work should be completed during the current class but occasionally may be completed as homework and turned in the following class.

NOTEBOOK: Notebooks should be organized for easy access of current chapter material.

SKILLS: Certain health care skills will be taught and performance proficiency tested.

NOVELS: One reading novel will be assigned each 9 weeks for a grade.

PROJECTS: Special projects may be assigned each 9 weeks. Students will have ample time for completion of each project. Given directions must be followed to ensure an optimum grade.

**Course Objectives**: The student should be able to:

1. Perform basic communication skills

2. Demonstrate professional leadership skills, teamwork skills, and employability skills

3. Describe the services provided by health occupations & career opportunities

4. Demonstrate knowledge in anatomy, physiology, pathophysiology and basic health skills

5. Demonstrate first aid, CPR, and vital signs

6. Discuss legal aspects for the health consumer

7. Discuss stress and its effect on the individual

8. Identify the needs of the terminally ill

9. Demonstrate knowledge of blood borne diseases, including AIDS, standard precautions, OBRA requirements, and isolation techniques

10. Relate the use of computers in the health care field

11. Perform basic mathematics skills used in health care

Expected Behavior: A cooperative-adult-civil behavior is mandatory. Any type of behavior that distracts others or interferes with the learning process will NOT be tolerated.

**Class Rules:**

1. Bring **all** needed materials to class every day, including text book and novel.
2. Be in your **seat** and ready to work when the bell rings.
3. Respect and be polite to all people. Listen carefully when the teacher or another student is speaking. Behave properly for substitutes and guests.
4. Respect other people’s property. Keep room clean and neat, put all litter in trash cans; use proper procedures for lab equipment.
5. Food and drinks are not permitted in classroom. Water is acceptable with screw top.
6. **Remain in seat** until dismissal**. Do NOT congregate at the door. Push chair in.**
7. Be attentive in class; if you are ill or taking medication that makes you sleepy, please inform the teacher.
8. All **purses and book bags** will remain on the floor during the entire class time. No one will be permitted to keep these items on the desktop or on your lap.
9. **Talking** during a Test in progress will be considered cheating and handbook rules will apply.
10. I may ask that all books, book bags, purses, etc. will be put against the wall during all quizzes and tests. Only pens or pencils will be allowed on desks during testing.
11. Do Not copy any work from another student.
12. Do Not submit any work using red pens; erasures must be done completely – no scratch outs
13. All **cell phones** will be turned off and remain out of sight. Phones brought out in class or used in any way will NOT be tolerated and phones will be collected and possibly sent to the Dean. Conduct grades will reflect this infraction.
14. Obey all school rules (see handbook).

Consequences:

1. A First warning will be given and recorded at the first offense.
2. Subsequent offenses may result in a 30 minute detention the day following the offense or additional assignments will be given to be turned in the following day.
3. Continued behavioral problems or serious problems will be referred to the Dean and may result in Health Academy probation or removal from program.

The following will result in Automatic action – no second warning needed: immediate phone call to parent and/or removal from class.

1. Playing with emergency shower, eye wash, or fire extinguisher.
2. Any action which threatens the safety of other students
3. Unauthorized handling of scientific equipment, tasting of lab materials, or removal of equipment or specimens from class.
4. Throwing objects, disruptive behavior or fighting.
5. Cheating or copying another student’s work.
6. Cell phone violations.

**Homework:** Chapter reading will be required. All homework will be turned in for a grade the following day. Homework may NOT be completed in class during collection. It will be confiscated and a zero will be given. If another student’s work is involved, it will also be confiscated and NOT returned or graded.

**Make Up Work:** All students will be required to make up any missed homework or class work within 3 days after returning to schooling following an excused absence. Unexcused absences will result in the student receiving a zero for work missed. Students must ask for missed work. Work previously assigned before absence will be due the day upon return. Make up tests and labs should be scheduled the day your return. These will be scheduled at 8:30am before school. All code 2 absences must be made up in a timely manner. You must get permission from me to go past 3 days for any “code 2” reason.

**Extra Credit:** Occasional extra credit may be provided each 9 weeks. Any discipline infractions will exempt you from extra credit opportunities.

**HOSA:** Students may join HOSA (paying dues for regional/state/national affiliations). Students must actively participate in HOSA activities including two leadership conferences. Students will compete in their selected health related competition and be well prepared for their competition by January of this school year. Participation is not mandatory. Participation in HOSA state and national competitions will be left up to advisors’ discretions.

**Health Academy Uniform**: Students will purchase T-shirt and wear for special occasions, field trips, etc.

**Teacher Contact Information:** If you or your parents need to contact me, you may do so by phone or email: 916-4144 or [Millersj@santarosa.k12.fl.us](mailto:Millersj@santarosa.k12.fl.us)