



# HEALTH CARE CAREERS

POLICY GUIDE





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## PROGRAM DESCRIPTION

The U.S Bureau of Labor Statistics projects that Healthcare will be among the fastest-growing industries in our economy. The Health Care Careers program is designed to allow students to gain a preparatory understanding of the healthcare environment through career exploration and classroom instruction. Program curriculum includes but is not limited to Foundations of Healthcare, Medical Terminology, Anatomy and Physiology, and Occupational skills. Clinical experience and Job shadowing is also an integral part of the program. Completion of the program allows for an informed post-secondary career choice or entry level employment in the healthcare field.

## CORE CURRICULUM

- Anatomy, Physiology, Pathophysiology
- Basic Health Care Concepts (Communication, Safety, Infection Control, Transferring patients, Medical Ethics and Legal Concepts)
- Emergency Care (First Aid and CPR)
- Growth and Development
- Job Shadow hours with local Healthcare affiliates
- Medical Terminology

### Industry Certifications:

- American Heart Association (Basic Life Support) CPR with AED / First Aid / Pediatric First Aid
- CPCT/A – Certified Patient Care Tech/Assistant
- OSHA- 10 hour Healthcare
- PA Department of Human Services Personal Care Home Direct Care Staff Person Training



### Pennsylvania Skills Certificate/College Credit:

Students who successfully complete their program of study have the opportunity to earn college credits to post-secondary institutions where we have current articulation agreements. Students who meet a 70% benchmark on the written portion of the NOCTI end-of-program assessment, may also earn 3 credits at over 60 colleges and universities in Pennsylvania.

A sample listing of post-secondary articulation agreements include: Butler County Community College, Laurel Technical Institute, Pittsburgh Technical College and Precision Manufacturing Institute. For more information about articulation agreements and college credit, please see the MCCC Guidance Counselor.

Graduates that complete the program are equipped with the knowledge, understanding and the skills essential for entry-level employment in the following:

- Home Health Care Aide
- Medical Assistant
- Nurse Aide
- Patient Care Technician
- Physical Therapy Aide

Mercer County Career Center does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or disability in employment or in the administration of any of its education programs and activities in accordance with applicable federal statutes and regulations. Inquiries should be directed to Title IX and Section 504 Coordinator, Aaron Kline, Mercer County Career Center, 776 Greenville Road, Mercer, Pennsylvania, 16137. 724-662-3000.

# WELCOME

## PROGRAM OUTLINE

- A Basic Health Care Concepts**
- B Legal & Ethical Issues**
- C Communication**
- D Anatomy, Physiology & Pathophysiology I**
- E Body Mechanics & Moving a Patient**
- F Emergency Care & Disaster Preparedness**
- G Infection Control**
- H Clinical Skills**
- I Human Needs, Growth & Development**
- J Allied Health Care Skills**
- K Anatomy, Physiology & Pathophysiology II**

- L Patient Care Technician with Clinical Experience**
- M Clinical Skills**
- N Professional Development**
- O Career Exploration / Job Seeking Skills**

### Advanced

Basic Pharmacology  
Personal Care Home Skills

## PROPOSED 9 WEEK UNIT PLANS

	1ST 9 WEEKS	2ND 9 WEEKS	3RD 9 WEEKS	4TH 9 WEEKS
<b>YEAR 1</b>	Basic Health Care Concepts	Basic Health Care Concepts	Anatomy, Physiology & Pathophysiology I	Anatomy, Physiology & Pathophysiology I
	Legal & Ethical Issues	Anatomy, Physiology & Pathophysiology I	Body Mechanics & Moving a Patient	Clinical Skills
	Communication	Body Mechanics & Moving a Patient	Emergency Care & Disaster Preparedness/ Safety	
	Anatomy, Physiology & Pathophysiology I	Emergency Care & Disaster Preparedness/ Safety	Infection Control	
		Infection Control		
<b>YEAR 2</b>	Human Needs, Growth & Development	Allied Health Care Skills	Anatomy, Physiology & Pathophysiology II	Patient Care Technician with Clinical Experience
	Developmental Disabilities	Anatomy, Physiology & Pathophysiology II	Patient Care Technician with Clinical Experience	Professional Development
	Allied Health Care Skills		Clinical Skills II	Career Exploration / Job Seeking Skills



## HEALTH CARE CAREERS – ESSENTIAL SKILLS

<b>CLASSROOM TESTS</b>	Industry certification style chapter tests, multiple choice tests, and written tests. Year 1 – 50 tests* Year 2 – 60 tests (26 related to Certification) Year 3 – 50 tests (26 related to Certification)  *This number is subject to change
<b>LECTURE TIME</b>	Year 1 – 4 hours/week average Year 2 – 4 hours/week average Year 3 – 2-3 hours/week average
<b>ACADEMIC SKILLS</b>	Grade Level Appropriate Reading  Math Skills: <ul style="list-style-type: none"><li>• Fractions</li><li>• Decimals</li><li>• Measurements</li><li>• Metric conversions</li><li>• Algebraic equations</li></ul> Successful completion of High School Biology
<b>SOFT SKILLS</b>	<ul style="list-style-type: none"><li>• Good attendance</li><li>• Good communication skills</li><li>• Patience and empathy</li><li>• Thoroughness</li><li>• Ability to work as a team and independently</li><li>• Organizational skills</li><li>• Hygiene appropriate for patient care activities</li><li>• Ability to multi-task</li><li>• Self-motivated</li></ul>
<b>COMPUTER SKILLS</b>	<ul style="list-style-type: none"><li>• Basic computer skills</li></ul>
<b>PHYSICAL REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Motor coordination</li><li>• Ability to lift at least 20 pounds</li><li>• Follow proper body mechanics</li><li>• Visual acuity</li><li>• No dangling jewelry</li><li>• Hair secured appropriately</li><li>• Proper uniform and foot wear</li><li>• Fingernails less than 1 inch in length</li></ul>
<b>VOCATIONAL TESTING</b>	<ul style="list-style-type: none"><li>• Structural mechanical visualization/reasoning</li><li>• Discrimination by size/shape</li><li>• Gross/fine motor skills</li><li>• Manual dexterity</li><li>• Retention of mechanical and structural detail</li></ul>
Essential Aptitudes for lab recommended levels	

# MCCC POLICIES

## GRADING POLICY

### Theory Grade: (40% of nine weeks grade)

1. A theory grade is the total number of percentage points achieved for theory exams in a nine week period divided by the number of exams administered.
2. If an exam is missed due to absence it will be made up on the first day back to school. (It is the responsibility of the student to remind the teacher of the missed exam.) If the exam is not made up on the first day back a deduction of one (1) letter grade will be taken for each day the exam is delayed (automatic failure after five (3) days).
3. If an assignment is late a deduction of one letter grade will be given for each day the assignment is not turned in (automatic failure after five (3) days).
4. Extra credit will be awarded per the instructor's discretion.

### Skill Grade: (30% of nine weeks grade)

Skill Performance (100 points per nine week period)

- Demonstrates skill per standards (refer to rubric)
- Demonstrates effective use of equipment able to set up and put away

There will be at least 10 skills per nine weeks that the student will be required to perform. The student will be assessed per the below rubric.

**(0-pts.)** The student is unaware of skill/refuses to perform/not in attendance

**(1-2 pts.)** The student has knowledge of skill/ requires assistance with 100-90% of skill

**(3-5 pts.)** The student has knowledge of skill/ requires direct supervision with 75% of skill

**(6-7 pts.)** The student performs skill with supervision/requires assistance with 50% of skill

**(8-9 pts.)** The student performs skill independently/requires assistance with 25% of skill

**(10 pts.)** The student performs skill with exceptional ability/all steps of skill included in return demonstration

### Professional Grade: (30% of nine weeks grade)

Each letter is assigned 1 point per day  
6 pts/ day = 30 pts / week)

# S

#### SAFETY

Follows dress code  
Operates equipment appropriately  
Keeps area clean

# T

#### TEAMWORK

Works with others well  
Assists team members  
Communicates effectively

# R

#### RESPECT

Respects others  
Proper language  
Uses technology correctly

# I

#### INSPIRED

Punctual  
Completes assignment  
Professional dress  
Cell phone not in view

# V

#### VISION

Positive attitude  
On task  
Obeys class and school rules  
Obeys safety guidelines

# E

#### EXCELLENCE

Displays leadership skills  
Works to ability  
Meets benchmarks

If the student is absent they must complete make-up work to receive professional points for the day(s) absent. The student has the same number of days absent to complete the make-up work or no points will be awarded.





## GRADING POLICY

### Theory Grade: (50% of nine weeks grade)

1. A theory grade is the total number of percentage points achieved for theory exams in a nine week period divided by the number of exams administered.
2. If an exam is missed due to absence it will be made up on the first day back to school. (It is the responsibility of the student to remind the teacher of the missed exam.) If the exam is not made up on the first day back a deduction of one (1) letter grade will be taken for each day the exam is delayed (automatic failure after five (5) days).
3. If an assignment is late a deduction of one letter grade will be given for each day the assignment is not turned in (automatic failure after five (5) days).
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### Skill Grade: (30% of nine weeks grade)

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## GRADE SCALE

Mercer County Career Center only issues a percentage grade to the home school.

%	GPA	%	GPA	%	GPA	%	GPA	%	GPA
100	4.0	80	2.3	60	0.3	40	0.0	20	0.0
99	4.0	79	2.2	59	0.2	39	0.0	19	0.0
98	3.9	78	2.1	58	0.1	38	0.0	18	0.0
97	3.9	77	2.0	57	0.0	37	0.0	17	0.0
96	3.8	76	1.9	56	0.0	36	0.0	16	0.0
95	3.8	75	1.8	55	0.0	35	0.0	15	0.0
94	3.7	74	1.7	54	0.0	34	0.0	14	0.0
93	3.6	73	1.6	53	0.0	33	0.0	13	0.0
92	3.5	72	1.5	52	0.0	32	0.0	12	0.0
91	3.4	71	1.4	51	0.0	31	0.0	11	0.0
90	3.3	70	1.3	50	0.0	30	0.0	10	0.0
89	3.2	69	1.2	49	0.0	29	0.0	9	0.0
88	3.1	68	1.1	48	0.0	28	0.0	8	0.0
87	3.0	67	1.0	47	0.0	27	0.0	7	0.0
86	2.9	66	0.9	46	0.0	26	0.0	6	0.0
85	2.8	65	0.8	45	0.0	25	0.0	5	0.0
84	2.7	64	0.7	44	0.0	24	0.0	4	0.0
83	2.6	63	0.6	43	0.0	23	0.0	3	0.0
82	2.5	62	0.5	42	0.0	22	0.0	2	0.0
81	2.4	61	0.4	41	0.0	21	0.0	1	0.0

## DAILY HOUSEKEEPING

To fulfill Health Care Careers requirements, students will be assigned a daily housekeeping job. The student will be responsible for completing their duties correctly. Their performance will be evaluated as a weekly STRIVE grade as well as overall task completion credit.

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## FOLLOWING INSTRUCTIONS

Throughout the semester students will receive various verbal and written instructions. To fulfill Health Care Careers requirements the student will be evaluated on their ability to follow these instructions. This will be graded as part of their STRIVE grade.

## STUDENT OF THE SEMESTER

The criterion for selecting the "Student of the Semester" is as follows:

- Attendance
- Attitude
- Grades
- Work Ethic
- STRIVE

## STANDARDS OF DRESS

As a SAFETY REQUIREMENT, proper clothing is required in order to participate in shop activities. If a student forgets his/her proper clothing or if the clothing possesses a safety hazard they will receive a "0" for the day as part of his/her STRIVE grade. The student will additionally be given an alternative assignment. The student will not be allowed to return to the shop until the assignment is complete to the satisfaction of the instructor.

Proper clothing consists of their uniform or appropriate school attire. Students who wear unacceptable clothing will be given a "0" as part of their STRIVE grade for the day.

## UNIFORMS AND CLOTHING REQUIREMENTS

The uniform for the Health Care Careers program consists of the following:

- The top and bottom will be a ceil blue color which can be purchased at any local uniform store.
- Apparel under scrub top must be white or black. Long sleeve tee or Under Armour is permitted.
- Required footwear - A white or black shoe. They can be a duty shoe (nurse mates, clinics, etc.) or they can be an athletic type shoe. No canvas sneakers. No colors on shoes only solid white or black. No UGGS permitted. Shoes should provide good support and cover the whole foot.
- The following restrictions concern wearing jewelry during lab work, clinicals, shadowing experiences, and internships:
  - No dangling earrings
  - No rings on hands
  - No necklaces
- Hats are not permitted at anytime.

The uniform is required daily. Failure to change into uniform will result in loss of STRIVE points and will not be allowed to participate in lab activities.

More information on when to wear the uniform will be given on the first week of school. The student does not need to wear the uniform on the first day of school.

Students have 8 minutes to change into their uniform and report to class. If they fail to adhere, student must report to the office for a tardy pass.

## SCHOOL LOCKERS

School lockers are the property of the school and not the student. Students shall have no expectation of privacy in their lockers. Lockers should be locked at all times. All students will be issued a school lock for use at the Career Center, locks are to be returned at the end of the school year. The instructor will be given a master key that will open all student locks. This system will provide access to lockers in an emergency situation quickly and easily without having to cut the lock and incur cost to the student. Students shall assume responsibility for maintaining the security of their lockers. The Mercer County Career Center is not responsible for the personal property of pupils. At the conclusion of the school year students should clean out their locker completely. Any remaining items will be discarded.



Lockers are the property of the school and remain under the direct control of the Mercer County Career Center at all times. In order to maintain a safe and healthy educational environment, lockers may be subject to search by school personnel without student permission at any time the Principal or Safety Coordinator has reasonable suspicion to believe that anything stored in the locker may be a threat to the health, safety, and welfare of other students or school personnel. The Mercer County Career Center reserves the right to enlist the services of trained dogs to search for drugs or weapons anywhere on school property including the parking lots and adjacent outdoor areas.

## CELL PHONES/HEADPHONES

Cell phones are NOT permitted in the classroom or the shop area. They must be kept locked in lockers until dismissal.

1st Offense – Referral to the Office and parent will be required to pick up the phone between 7:30am–3:30pm

## FOOD AND DRINKS

As per the school policy, food and drinks will only be allowed in the classroom. There will be no food or drinks allowed in the shop area.

## SAFETY RULES AND REGULATIONS

Safety is a vital part of our educational programs. Safety regulations are strictly enforced in all areas of the school. To ensure the safety of every student, all students are required to successfully complete a safety program. Students are not permitted to work in their technical program without an Emergency Card on file. It is imperative that students realize these rules are to protect them and their classmates. Safety must be taken very seriously.

- All students must arrive on time and be prepared to work. A written excuse must be presented for all cases of tardiness and absenteeism.

- Flip flops are not permitted to be worn in the Health Care Careers program and toes should be covered at all times.
- All work clothing shall NOT have any holes, tears, or defects that the Instructor would believe to be unsafe.
- All bags are to be left in your assigned locker. (back packs, purses, etc.)
- No horseplay of any kind is permitted. No running in the shop, no throwing of any object, no touching of each other, etc.
- No one is permitted out of the Health Care Careers shop area without the Instructor's permission.
- No student shall lie or sit on any bench or desk at any time.
- Every student will clean-up their work area at the end of each session. The clean-up task must be completed to the Instructor's satisfaction.
- No one is permitted to use a tool or operate a piece of equipment unless he/she has received safety instructions and has permission from the Instructor.
- It is the student's responsibility to complete all assignments and turn them in to the Instructor when due. This includes all shop and classroom assignments.
- Cell phones are NOT permitted for any reason.
- All students will participate in classroom assignments and shop assignments.
- Every student will use proper language. (No Swearing)
- No food or drinks are permitted in the Health Care Careers shop area.

## STUDENT EXPECTATIONS

Students who participate in the Health Care Careers Program at the Mercer County Career Center are expected to:

- Participate as a team member
- Work independently
- Demonstrate punctuality
- Demonstrate personal hygiene and grooming
- Show respect for property and others
- Follow all safety rules
- Demonstrate effective oral communication
- Adhere to attendance guidelines
- Demonstrate leadership qualities
- Display a positive work attitude



## PARENT CONTACT INFORMATION

Parent/Guardian/Student: Please read the following policies. These cover what each student is responsible for to complete the Health Care Careers program. Please complete and sign **both front and back** and return this page to verify that you have read, understand and agree to abide by these policies. Please keep the rest of the pages, they are for your reference.

If you have any questions, please contact Ms. DeChicko at 724-662-3000 ext. 1175 or [tdechicko@mercerccc.org](mailto:tdechicko@mercerccc.org).

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_



## HEALTH CARE CAREERS STUDENT CONTRACT

As I prepare for a career in the Health Care Careers field I realize rules, policies and specific procedures must be followed to ensure a safe and productive environment.

I have read and understand all shop policies. I understand any infractions will result in immediate reprimand, such as a verbal warning, loss of STRIVE points, writing assignment, office referral, a call home or in severe cases removal from the Health Care Careers program.

I also understand to succeed in a rewarding Health Care Careers career I must meet specific classroom expectations, this includes: being respectful to others, completing all of the required assignments on my own and participating in class discussions.

I further understand that my actions may affect future job recommendations in the Health Care Careers field.

YES

I can follow all procedures and rules and meet all expectations and will remain in the Health Care Careers program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NO

I realize this class demands a high level of maturity and hard work. I would like to be removed from the Health Care Careers program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MERCER COUNTY CAREER CENTER

## PATIENT CARE TECHNICIAN PROGRAM

2 Step Tuberculin Test, PPD

Take this form to the doctor's office to have the TB test. If you are employed by a health care facility, you may be able to arrange for the test to be done there.

Applicant's Name: \_\_\_\_\_

### FIRST STEP

Date Administered: \_\_\_\_\_

Doctor / Nurse: \_\_\_\_\_

**IN 48 - 72 HOURS, RETURN TO THE OFFICE TO HAVE THE TEST READ.**

Date Read: \_\_\_\_\_

Doctor / Nurse: \_\_\_\_\_

Results: \_\_\_\_\_ (MM): \_\_\_\_\_

**IN EXACTLY ONE WEEK FROM DATE ADMINISTERED, RETURN TO THE OFFICE FOR THE SECOND TEST.**

### SECOND STEP

Date Administered: \_\_\_\_\_

Doctor / Nurse: \_\_\_\_\_

**IN 48 - 72 HOURS, RETURN TO THE OFFICE TO HAVE THE TEST READ.**

Date Read: \_\_\_\_\_

Doctor / Nurse: \_\_\_\_\_

Results: \_\_\_\_\_ (MM): \_\_\_\_\_

**RETURN THE COMPLETED FORM TO YOUR INSTRUCTOR.**



# HEALTH CARE CAREERS STUDENT BENCHMARKS

## FIRST YEAR BENCHMARKS

- Follow all attendance guidelines as written in the Student Code of Conduct.
- Obtain a final letter grade no lower than a 70% for the semester most recently completed.
- Complete the OSHA-10 Hour General Industry (Healthcare) Course by due date.
- Complete AHA Healthcare Provider CPR with AED course (Submit \$7 for AHA Health Care Provider CPR Course).
- Obtain a Two-Step Mantoux for job shadow experiences (Submit \$22 for AHA First Aid Course).
- During the third marking period, score an 90% or higher on the weekly lab rubric indicating proficiency of skills needed for patient care.
- Take vital signs (BP, pulse, temperature, respirations) readings with 100% accuracy, as evaluated by the instructor by the end of the third marking period.
- Complete all unit tests with a 70% or higher during the third marking period.

Benchmarks are required and must be met.

## SECOND YEAR BENCHMARKS

Failure to meet any one of the second year benchmarks will cause the student to fail the program, receive no credits and possibly prevent them from graduating High School.

- Obtain Mantoux (booster) for job shadow experience
- Must complete both components of NOCTI testing (written/skills)
- Complete their Senior Portfolio by Portfolio deadline date

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HEALTH CARE CAREERS ORIENTATION ACKNOWLEDGEMENT

After attending orientation for the Health Care Careers Program:

I (Parent/Guardian) \_\_\_\_\_  
(print your name)

Fully understand the information provided in the Health Care Careers packet including, but not limited to:

1. Requirements for completing the program (Benchmarks)
2. Financial obligations for the program
3. Requirement for Job Shadowing
4. Uniform requirements/dress code

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



