

**PROGRAM:** Health Science Education (HSE)  
**COURSES:** Foundations of Health Science (Core Course # 0711)  
 Advanced Principles of Health Science (Core Course #0715)  
 Medical Terminology (Elective Course #0721)  
 Body Structures and Functions (Elective Course# 0716)  
**CREDITS:** One Credit per Course  
**PERQUISITES:** Successful Interview & Application Process

**INSTRUCTORS:** Caspia Sheppard, BSN, RN, NBCT  
 Address: Boone Career and Technical Center  
 3505 Daniel Boone Parkway, Suite B  
 Foster, West Virginia 25081  
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**COURSE DESCRIPTIONS:**

The first-year health science student will receive instruction on basic and advanced medical terminology, growth and development, nutrition, health maintenance practices, healthcare safety, environmental safety, ethical and legal issues, anatomy & physiology, medical math, infection control, and CPR & First Aid. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students will develop basic technical skills required for all health career specialties including patient privacy, communication, teamwork and occupational safety. Upon successful completion of the junior year coursework, students will have the opportunity to obtain certifications in Bloodborne Pathogens, CPR, First Aid, HIPAA/Data Privacy and Healthcare Safety.

**TEXTS:** Introduction to Health Science Technology, Louise Simmers  
Introduction to Health Science Technology Workbook, Simmers  
Dean-Vaughn Medical Terminology 350, DCM, Inc.  
American Red Cross First Aid/CPR Participant Manual  
American Heart Association BLS for Health Care Providers  
Medical Terminology for Health Professions, Text & Workbook, Ehrlich & Carol L. Schroeder  
Bloodborne and Airborne Pathogens, 2<sup>nd</sup> Edition, National Safety Council

**TEACHING METHODS:**

Lectures and note-taking	Homework assignments
Demonstrations	Teamwork assignments
Technical skill practice	Technical writing assignments
Projects	Written exams and quizzes
Clinical Portfolio	Community Service

**BASIC COURSE REQUIREMENTS:**

1. Students will need to bring the following items to class every day: paper, pencils and black or blue ink pens, daily assignments, and the assigned textbook(s).
2. **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 and trainings. Other pre-requisite immunizations for clinical sites include Influenza, COVID-19 (fully vaccinated), Varicella, T-Dap and MMR x2, as well as a TB test. A completed medical information form MUST be submitted.
3. Students must have current **First Aid** and **CPR for the Professional Rescuer** or **BLS for the Health Care Provider Certifications** for clinical rotations.

4. **All students must pass a drug screening test before entering the health care facility for clinical experiences.** Students who fail the drug test or refuse to undergo drug screening will be removed from Health Science Career Cluster courses. A copy of this policy is available for review.
5. An attitude and behavior set representative of a focus on pursuing a healthcare career.

**GRADING AND EVALUATION:**

1. Daily attendance and participation in class activities are critical to your success in this course! Attendance and participation will 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. Examinations, quizzes, classroom and homework assignments will be given a numerical grade.
3. Participation in skills labs is required. Students must demonstrate competence in assigned skills and will receive a numerical grade upon completion of each skill.
4. Incomplete work will not be accepted. Late work will be lowered by one letter grade for each day that the assignment is late.
5. If you score below 80% 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. Certification exams are exempt from score changes.
6. FINAL EXAMINATION: An End-of-Course Exam will be given at the end of each semester.
7. Tutoring may be provided to any student who needs assistance. There is no cost for this service. Please contact me to schedule time for tutoring.
8. 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.
9. 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:** (Students enrolled in the Health Science Education Program must maintain an 80% GPA to continue in the program as set forth by the WVDE.)

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

**AWARDS AND HONORS:**

One student will be chosen as outstanding student each nine weeks. Outstanding students will receive a certificate for their portfolio and a gift certificate. The criteria for selection are:

Quality and Quantity of Work	Attendance
Leadership Skills	Attitude & Cooperation
Skills Performance	Participation in Assignments
Dependability	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	Academic GPA of 3.0 or better
Exemplary Conduct	Exemplary Attendance
Participation in Leadership Roles	Community Service

**SPECIAL NEEDS:**

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 the event 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 in which 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 ensue.

**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 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 conference with parent(s)/guardian(s), counselor, instructor and/or school administrator. The student will continue in the classroom section of the course but be prohibited from participating in clinical rotations and sitting for certification testing.
- d) Extenuating circumstances leading to non-compliance to the attendance policy will be evaluated on a case-by-case basis.

#### **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 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.
  - Attire must be clean and well-fitting.
  - 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 clinical experiences.

**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 and can be found on the BCS website.

<https://www.boonecountyboe.org/en-US/search?orgId=117c208a-6e51-4f5c-831b-a9e5120341ab&q=conduct>

By signing below, I acknowledge the understanding of and agree to the policies and procedures described in the *Health Science Education Program 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.