

**Medical Principles and Practices/Medical Assisting**  
***The Professional Adventure!***  
**Disclosure Statement 2016-2017**

**Objectives:** This class is designed to help students learn fundamentals of medical principles and practices which include administrative skills, clinical components, and background health care information. Students have the opportunity to increase their knowledge and skills which will help the student as he/she seeks certain entry-level jobs and/or continues further education at postsecondary institutions.

**Competency:** The Utah State Office of Education has divided the curriculum into four competency tests. All students will take all benchmark tests. Students will be awarded certificates for each benchmark achieved. All students will be responsible for meeting minimum standards for the associated skills during the class.

Benchmark I -	Medical Terminology
Benchmark II -	Administrative Skills
Benchmark III -	Anatomy and Physiology
Benchmark IV -	Clinical and Laboratory Procedures

All of the competency tests are multiple choice questions. A score of 80% or higher is required on each test to be considered competent. There are no re-takes. CPR and First Aid certification is mandatory for all students. An internship is required for the full UEMA certification.

There are two levels of certification. All students who pass the class and Benchmark I and II will be awarded their Utah Endorsed Medical Office Assistant. All students who pass the class, all four Benchmarks, and complete their state required internships will receive the Utah Endorsed Medical Assistant. Students who pass the class, all four Benchmarks and less than the state required internship hours will receive a Certificate of Completion. Students may also choose to take the National Competency Exam as well.

**Attendance:** \*Regular classroom attendance *and participation* are fundamentals in the learning process.  
\***The state requires 360 hours of class time** – this includes 180 hours from Physiology Honors and Medical Assisting/Medical Principles and Practices. You will be required to submit disease cards and/or drug cards to make up the hours you miss, this includes tardies over 5 minutes. The best way to think about this is .... You are preparing for a job and you want a really great recommendation ..... be in class! The disease cards/drug cards will be required for absences beyond two per term.  
·\*You are considered tardy for up to 5 minutes after class has started. If your tardy is unexcused, you may not makeup quizzes or bell activities. Assignments turned in that day will be considered late.  
\*After TWO tardies, a pass to lunch detention will be issued.

**Assignments:** \*Complete all required work to the best of your ability! You need to please follow the calendar and be responsible for your work  
\*Please plan to spend at least 30 minutes studying daily! You have daily homework!  
\*Please turn in your assignments with the required documentation when it is not handed in on time. (“The Slip”). ***No credit given for work if you are truant.***  
\*TWO late assignments per term will be allowed. No other late assignments will be taken.  
\*Missed skills labs must be made up!!  
\*Cheating is a poor choice and will result in a zero for the assignment.  
\*Make-up time for tests or assignment will be during consultation on Mondays or with an appointment. Make-up time for skills will be posted.

\*No make-ups for daily quizzes or missed journaling assignments that were missed because of unexcused tardies or absences. Two quizzes are automatically dropped at the end of the term. Make-ups for excused tardies and absences will be during the following consultation period.

**Grading Scale:** The grades will be assigned on a term basis. Your grade will be based on a percentage. There are no grade guarantees in this class

		A	94-100	A-	90-93
B+	87-89	B	84-86	B-	80-83
C+	77-79	C	74-76	C-	70-73
D+	67-69	D	64-66	D-	60-63
F	Anything below 60%				

You should monitor your progress on power school. I will try to update scores each weekend. Thirty percent of the grade comes from homework and other required items while 70 percent of the grade comes from tests, passoffs and quizzes.

**Methods:** A variety of instructional means will be used to help the student achieve the desired competencies. These include but are not limited to lecture, labs, computers, guest speakers, hospital clinicals, multiple types of media, and cooperative learning activities. The media fits the requirements as stated in the district's guidelines.

**Tests:** Tests MUST be made up within ONE week of your return to class. It is your responsibility to schedule a time with me. Your grade will be 70 – 30. Thirty percent will come from labs, homework, and classwork and seventy percent will come from tests and skills passoffs. It is important for students to demonstrate that they have mastered the required standards for the class. Retakes may be done on Tuesdays and Thursdays in the homework center or Monday during consultation after remediation homework has been completed.

**Supplies**

- Pencils/Pen
- Black ink pen
- Red ink pen
- 3 Ring loose leaf notebook and Sheet Protectors.
- Watch with a second hand - yes you must actually have a watch!
- Scrubs.

### PROFESSIONAL DEVELOPMENT

Each term students will have an opportunity to participate in Professional Development. These activities will enhance the curriculum, help the students to participate in service projects, and get involved with health and healthcare beyond the classroom.

**MEDIA:** Media shown in class aligns with the school district's requirements. Some medical images may be disturbing to some students and students may choose to leave the classroom during the presentation or lab. Eating a healthy breakfast may improve how you feel.

**.CONTACT:** Please email me at [denisea@provo.edu](mailto:denisea@provo.edu). Please also set up a Remind account. Text 81010 and message @19252e

**Class Procedures:**

- “Integrity First, Service before Self, and Excellence in All We Do” USAFA Core
- Be prepared to learn everyday! Class is not long and we will spend the entire time on Physiology curriculum. I will excuse you at the end of class - the bell does not. Please be on task!!!!

- Listen and actively participate in the class discussions! Try to answer every question!
- Respect the rights of others to learn, explore, and make mistakes. Be respectful of questions and comments. Don't talk when I am talking. Don't disturb or distract your fellow classmates. Turn off the cell phones and other electronic devices!!!! I will need to take them to the principal's office if they are used inappropriately in class. You will need to leave them on my desk when you use the hall pass. NO Cell Phones!!!
- Please put your cell phones AWAY! Participate in class activities.
- Take advantages of all the opportunities associated with this class including internships, HOSA, concurrent enrollment credit, medical book club, Boy Scout Medicine Merit badge, etc.
- Take responsibility for yourself and your learning! Be truthful. Be accountable for how you spend your time!
- Be sure to attend the review sessions either in person or on the web.
- Do NOT bring food, drinks, or electronic equipment to class. Water is fine.
- Please use the equipment properly and clean up after yourselves!
- Report any accidents or injuries to the instructor immediately!
- Participate in the intervention program.
- Eat breakfast and/or lunch. Your ability to think will be enhanced and it will help to keep you in the upright and locked position.
- Lost textbook fees are \$100.00 per book.
- Please pay the class fees.
- No baseball caps or hats in class, please
- Bullying, intimidation, or just being mean and disagreeable will NOT be tolerated.
- TEAMWORK
- POSITIVE ATTITUDE
- Check Remind and the website for messages about the class. I will write a summary of the class events and remind you of homework. •**Think about the 7 A's of successful people – accountability, attendance, acceptance, ambition, attitude, appearance, and appreciation!!!!**

**Opportunities:** As a member of this class, you will have an opportunity to join HOSA, receive concurrent enrollment credit through Utah Valley University, and participate in the internship program. They are listed in more detail below:

**HOSA:** HOSA, The Future Health Professional is the premiere national student leadership organization designed for those interested in the Healthcare Careers. In fact, this is YOUR PROFESSIONAL ORGANIZATION. HOSA's mission is to serve as the "Pipeline to the Health Care Industry." The focus of the organization is leadership, service, education, competition, and socials. Unlike many other school clubs, the student leadership organizations are co-curricular which means the club and the health sciences curriculum are designed to complement each other. You are encouraged to enhance your new found medical knowledge by joining the organization and actively participating. The Fall Leadership Conference will be held October 4 in Provo while the Spring State Conference and Competition will be held March 16 & 17. Try your hand at Medical Terminology, Medical Spelling or HOSA Bowl. Become a member of the Creative Problem Solving or Biomedical Debate teams. Do you like writing, art or speaking? We have these events too!!! If you place in the top three, you are even invited to attend nationals in Orlando in June. Don't miss your chance to become a member of the most active organizations at Timpview High School. State and National HOSA Scholarships are available for application for HOSA members only. Dues are \$18.00 and are due by December 17. Don't miss your chance to build your resume and meet some very interesting people while expanding your knowledge and enhance your resume'!

**UVU:** UVU will be offering their Medical Terminology 2 credits. You will be required to pay the admission fee, tuition of \$5.00 per credit. You must sign by the deadlines.

This is an introductory college-level Medical Terminology course. It is designed to prepare you to take additional courses for possible majors or careers in health care, health science, or pre-medicine. You are expected to do your best work. This course is included as an integral part of a Medical Anatomy/Physiology or the Medical Principles and Practices class at Timpview High. Your UVU college grade will be determined separate from your high school term grades base on your performance on medical terminology tests and assignments. You must be registered at THS for the entire school year to get UVU credit. You must also register online at UVU for HLTH 1300 H50 before the Fall semester deadline, pay all fees and comply with all their rules and regulations.

### **Course Outline:**

This course follows a systemic approach to medical terms used in the study of the human body. There are general terms but many are unique to a particular system. Terminology lists are included with each unit outline and you will take a separate terminology examination at the end of each unit.

#### **A. Introduction to medical terminology:**

- roots, prefixes, suffixes
- Latin and Greek connections
- body regions, spaces, and cavities
- directional terms

#### **B. Body Systems:**

- Skeletal
- Integumentary
- Muscular
- Nervous
- Special Senses
- Endocrine
- Cardiovascular (Immune)
- Digestive
- Respiratory
- Urinary
- Male and Female Reproductive

#### **C. Terms associated with diseases and homeostatic imbalances**

#### **Assignments:**

Review homework for terms  
Review homework for the systems  
Use of Medical Dictionaries  
Review of Medical Abbreviations  
Quizzes and Tests as assigned

#### **Attendance:**

It is my intention to follow Timpview's attendance policy.  
Missed tests and quizzes MUST be taken within two academic assistance days, unless it is the end of the term of the semester at which time all assignments must be completed.

#### **Grade Scale:**

**Please Note:** The Timpview High School grade does not allow for a D. Therefore, no D will be recorded on the grades at Timpview. As the grades for the nutrition section are averaged, a D score will be assigned for the UVU

grade when the grade falls between 60 and 69%.

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100-94	93-90	89-87	86-84	83-80	79-77	76-74	73-70	69 - 67	66 - 64	63 - 60	<60

**INTERN:** INTERNSHIPS may be available. Please talk to Miss Jardine.

**PROFESSIONAL DEVELOPMENT**

Each term students will have an opportunity to participate in Professional Development Activities. This activities are designed to enrich your knowledge of health and healthcare by participating in leadership, service, and review activities.

**MEDIA:** Media shown in class aligns with the school district’s requirements.

**Medical Principles and Practices/Medical Assisting  
Disclosure Statement – Please Return to Your Instructor**

Signatures reflect that students and parents/guardians have read the disclosure and give permission for the student to participate in the activities as outlined. A student will only be considered a member of HOSA when the dues are paid. A student will only be a concurrent enrollment student only if he or she fills out the on-line application for and pays the appropriate fees and returns the related permission slip forms.

Student:

- \_\_\_\_\_ I understand that I have daily homework.
- \_\_\_\_\_ I understand that I should ask for help if I need it.
- \_\_\_\_\_ I will check the website for my assignments.
- \_\_\_\_\_ I will bring my supplies/note to class.
- \_\_\_\_\_ I will make the most of my educational opportunities this year!!!
- \_\_\_\_\_ I will make a Remind account.
- \_\_\_\_\_ I will attend class regularly and know that I am responsible for the make-up of hours.
- \_\_\_\_\_ I understand that homework is either submitted through Canvas or due at the start of class.
- \_\_\_\_\_ I know that I need to have the required hours in class, required internship hours, and pass all four tests with a 75% or above to obtain my MA.

Parent:

- \_\_\_\_\_ I will encourage my student to study daily.
- \_\_\_\_\_ I will help my student obtain needed supplies.
- \_\_\_\_\_ I will encourage my student to ask for help when needed.
- \_\_\_\_\_ I will help my student to obtain the required supplies and scrubs.
- \_\_\_\_\_ I will help my student get to class – prepared and on-time.

**Student Name (please print)** \_\_\_\_\_

**Period:** \_\_\_\_\_

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

**Email address:** \_\_\_\_\_



