

# PATIENT TECHNICIAN SYLLABUS

CREDIT HOURS: 1 hour  
INSTRUCTOR: Mrs. Crozier  
OFFICE HOURS: Before/After school in CTC 204A

## COURSE DESCRIPTION:

This course will focus on skills that are needed for patient care technician skills at local hospitals and other healthcare agencies in the local area. Course goals and subject matter may change based on the requirements of the students.

## INSTRUCTIONAL PHILOSOPHY

This course will build upon data learned in anatomy, biology, mathematics, and language arts. It is an extension of skills learned in Med Tech I and will expand upon that knowledge.

## COURSE GOALS

- 1 Ability to interpret a basic EKG strip.
- 2 Introduction to office procedures, such as blood draws.
- 3 Assisting with provision of respiratory care.
- 4 Assessment of the newborn and pediatric patient.
- 5 Determining use of dental instruments and identification of dental anatomy.
- 6 Evaluation of disasters and ability to prioritize care.

## TEXTBOOK AND MATERIALS:

We will use Simmers DHO textbook and other materials provided in class.

## CLASSROOM REQUIREMENTS:

You will need the following school supplies:

- three-ring notebooks for keeping tests and worksheets
- black pens for all school work & a red, purple or green pen for grading work
- #2 lead pencils for taking tests
- notebook paper or spiral notebooks for taking notes

# GRADING SCALE

## GRADING INFORMATION

- Final Grade equals 15% for exam grade and 42.5% for each quarter grade.
- Final Exam must be taken on/before exam day or a zero is earned.
- There is no extra credit available for this class.
- No work can be made up for OOS suspensions or truant days.

## HOW TO CALCULATE QUARTER GRADES

Test Grades = 35%

- There will be at least one test per unit completed.
- Tests may either be on-line or in-class. If you are absent on a test day and an on-line test is scheduled, you must take the test at home. If an in-class test is scheduled, you will take a make-up test the day you come back to class.

Chapter Grades = 35%

- Chapter Grades include daily assignments we do in class each day, such as: lab skills, written assignments, notes, class discussions, etc.
- Written assignments taken home to finish are due at the start of class the next day.
- Daily grades may be made up in full for the first FIVE times out of class for any reason, including: late, early excusal, in another teacher's room/office, absent, etc.
- After 5 times out of class, daily assignments may be made up for half credit for excused absent time only. (Work must be turned in by date teacher specifies.)
- NOTE: a written pass/school email is required for any time not in class. (This includes in dean or counseling centers, with another teacher, absent, etc.)

Daily Professionalism Points = 30%

- Ten daily professionalism points are given as a reward for staying on task and demonstrating professional behavior in your actions in the classroom each day.
- Professionalism includes attitude, wearing appropriate clothes for skills, speaking kindly to others in class, not fighting, etc.
- Points may be lost for being off task. This includes items such as: doing work for another class, talking instead of listening, doing make up work instead of paying attention, tardy to class without pass, etc.
- NOTE: Cell phones are not allowed in class. The phone will be taken away, turned into the dean's office after school, and a detention will be assigned.
- If you are not in class, you are not here to be professional, so daily professionalism points are not awarded. I cannot judge your behavior if I cannot see you!!

*I reserve the right to change this grading scale if necessary and will post any changes. Changes to any individual student's grade may be made, following a conference with the student, the parent/guardian, career tech director, and myself. The student is responsible for setting up this appointment, which needs to be completed in the half hour before or after school.*