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## **The Health Medical Office Program**

**CIP 51.0899**

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Have Questions?

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# **READING MUHLENBERG CAREER & TECHNOLOGY CENTER**

## **MISSION STATEMENT**

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

## **VISION STATEMENT**

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

## **BELIEFS**

- We believe in valuing the diversity of each student
- We believe education leads to opportunity
- We believe quality education starts with quality leadership
- We believe a career and technical education is a critical component of workforce development
- We believe technology is vital to learning and will help students connect with a rapidly changing world
- We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- We believe in providing all students with a positive educational experience
- We believe students should feel proud of what they have accomplished each day
- We believe students will be provided the opportunity to achieve their highest potential
- We believe students will be provided the opportunity to acquire and cultivate leadership skills
- We believe in providing students with a safe school environment
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- We believe in encouraging students to maintain a lifelong affiliation with the school
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study
- We believe instruction must accommodate individual student learning styles

## Health Medical Office

Dear Students, Parents and Guardians:

Welcome to the Health Medical Office program. I am very excited to begin this journey with all of you! Although the program is demanding, your child will grow in knowledge and maturity each year and will be exposed to a wealth of opportunities to facilitate this process.

In this pre-professional program, students will not only learn basic nursing skills, but will also be exposed to the many careers in the medical office. Front and back office positions including medical assistant, medical transcriptionist, receptionist, coding and billing, and medical secretary careers will be targeted. In addition, students have the options to learn sign language and Spanish medical translation, in order to enhance their communication skills in a medical environment!

Field trips, clinical experiences, and work-based experiences will be available. Upon graduation, students can work in entry-level positions or pursue secondary education.

I frequently call parents about students' progress as well as successes throughout the year. Please call or email me with questions and concerns, since the educational process is a partnership between the home and the school. You may call me at 610-921-7300, ext. 7453 or email me at [mstephenson@rmctc.org](mailto:mstephenson@rmctc.org).

Thank you for your support.

Sincerely,

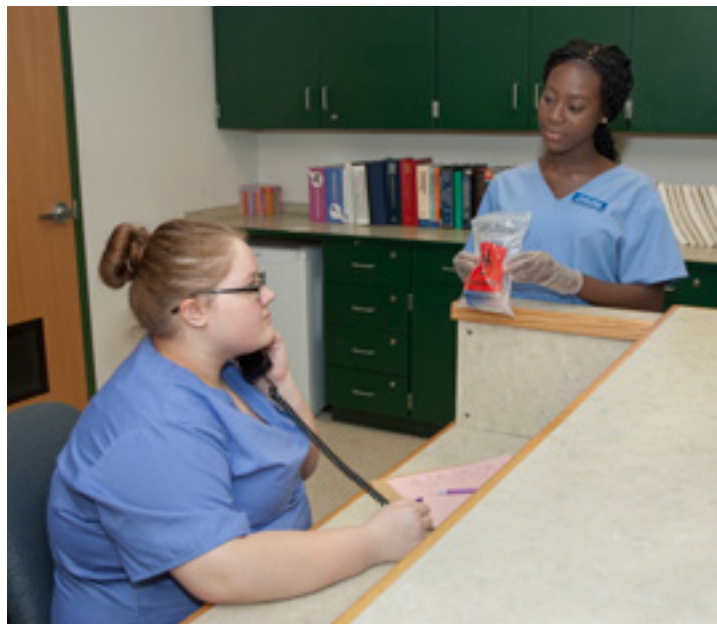
Margaret A. Stephenson RN

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

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

# HEALTH medical office

- Practice skills used in nursing, nursing assisting, medical office, and coding/billing professions.
- Learn not only the language of medicine but also sign language and Spanish-medical translation.
- Engage in off-site medical career explorations at local health facilities.
- Prepare for entry-level and post-secondary educational opportunities.



## Job Titles – Career Pathways

- 29-2051 Dietetic Technicians
- 31-1011 Home Health Aides
- 31-1012 Nursing Aides, Orderlies, and Attendants (without clinical)
- 31-9092 Medical Assistants
- 31-9094 Medical Transcriptionists
- 31-9099 Healthcare Support Workers, All Other
- 39-9021 Personal & Home Care Aides
- 43-4171 Receptionists and Information Clerks
- 43-6013 Medical Secretary

## CTC knowledge transfers to college credits at:

Berks Technical Institute  
Commonwealth Technical Institute  
Harcum College  
Lackawanna College  
Keystone Technical Institute  
Lincoln Technical Institute  
McCann's School of Business  
Mercyhurst University  
Pennsylvania College of Technology  
Pennsylvania Institute of Technology

## Student Certifications

NOCTI – National Occupational Competency Testing  
Institute Certification  
\* Health Assisting  
BLS Healthcare Provider  
OSHA – Healthcare Certification



## Instructor – Mrs. Margaret A. Stephenson

### Biography

As a fourth generation Greek-American who still speaks/reads the language, I love my culture and that of my students. Psychiatric nursing was my favorite part of nursing, which has made me emphasize to my students to look at people in a different light. My faith, family, friends, and career have made me who I am today, and I wouldn't change a thing!

### Education

RN, Reading Hospital School of Nursing  
Currently enrolled in MSN program, Excelsior College  
Vocational Education I and II Certification, Temple University

### Certifications and Awards

Registered Nurse, PA  
BLS Healthcare Provider -CPR W/AED Certification  
Heartsaver First Aid  
OSHA – Healthcare Certification  
Who's Who Among American High School Teachers  
Medical billing/coding Certification – Kutztown University/Gaitlin Education Services

### Work Experience

Medical/surgical nurse, neurosurgical unit, Reading Hospital & Medical Center  
Medical insurance claims professor, Aetna  
Psychiatric and geriatric nurse, relief supervisor, Wernersville State Hospital  
Medical/Secretarial instructor, Berks Technical Institute

### Hire Date

1997

### Community Service

HOSA advisor, HOSA Pride  
ACTE and SkillsUSA  
St. Xenia Philoptochos Society



## Program Planning Tool

Program Title: CIP 51.0899 HEALTH - MEDICAL OFFICE

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

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

### ***Program Completion Requirements***

#### ***A successful student will...***

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of -program exam) and score at the "competent" or "advanced" level. This end-of -program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges. .
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: BLS Healthcare Provider (CPR w/AED) Certification and certifications through the National Healthcareers Association.
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

### ***Instructional Process/Specifications***

#### ***A successful student will...***

- Perform a wide variety of tasks in a clinical environment with equipment consistent with medical standards. After receiving applicable instructions/demonstrations, the students will progress through the use of learning guides
- Students will be participating in clinical experiences where they will be exposed to human body fluids and will be required to wear gloves and masks to protect themselves from possible viruses and infectious diseases, such as hepatitis. Students will be taught to properly dispose of sharp, infectious, and hazardous waste. Strict adherence to sterilization and disinfecting procedures must be followed to insure safety to self and others.
- Participate in classroom theory and clinical skills for generally 2 ½ hours each day; students will spend 50% of their time in classroom theory and 50% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated at least twice a week in each of these areas according to established rubrics and checklists. Progress is measured daily in the areas of knowledge, skills, and work ethic.
- Read and study textbooks/supplemental material. Material is written at a 12<sup>th</sup> grade or post-secondary level.
- Complete homework on time. Homework is in the form of chapter, workbook and/or worksheet assignments. In addition, research papers, writing assignments, and leadership projects are required.
- Participate in Career & Technical Student Organizations including HOSA, SkillsUSA and/or National Technical Honor Society.
- Participate in a paid or unpaid work based learning related to the Program of Study (cooperative education, clinical internship, and/or job shadowing).
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs:
  - UNIFORM: \$70 – scrubs/shoes/ lab coat, \$10-\$30 – watch w/second hand.

## Program Planning Tool

CTE Requirements	Present Educational Ability/Level	Support Needs
<p><b>Program Completion</b> – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.</p>		
<p><b>Reading and Language Arts Level-</b> Text and manuals written on a 12<sup>th</sup> grade reading level. Proficient on end-of-course exam (Keystone). Understanding written sentences and paragraphs in work related documents. Oral expression, oral comprehension, written expression. NOCTI assessment and industry certification exams require a proficiency in English language skills.</p>		
<p><b>Math Level</b> - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Proficient with ratio and proportions (medical dosages).</p>		
<p><b>Aptitude</b> – Depth perception, attention to detail, critical thinking, dependability, cooperation, self-control, social orientation, integrity, initiative, stress tolerance, concern for others, active listening, selective attention, problem solving and troubleshooting skills.</p>		
<p><b>Safety &amp; Physical</b> – Stamina (ability to focus at work station for long periods of time) Arm-hand steadiness, finger dexterity, manual dexterity, trunk strength (ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without fatiguing), multi-limb coordination, hand-eye coordination. Physical strength required to lift patients for transfer.</p>		
<p><b>Interpersonal/ Social</b> – Assisting and caring for others, provide emotional support, ability to work independently and in a team, communication with supervisors, peers and patients, establishing and maintaining interpersonal relationships.</p>		
<p><b>Other Occupational/Program Considerations</b> – Willingness to study outside of class, intensive memorization of medical processes and vocabulary (medical terminology &amp; anatomy and physiology), strong written and verbal communications skills, strong attention to details, ability to following detailed directions and protocols with accuracy . Possess a strong empathy for the infirm. Focused on working closely with the public. Not disturbed by incidences, such as surgeries, injections, medical procedures, and traumatic situations and a willingness to safely handle various bodily fluids and medical waste.</p>		

# Scope and Sequence Health Medical Office 51.0899



Academic Subjects – Career success and postsecondary education success require the same level of college prep coursework. The Pennsylvania Department of Education’s (PDE) focus is to ensure that every student is prepared for college and a career. Academic courses such as applied math or general science cannot be listed on the program’s scope and sequence. PDE’s goal is to have all students perform at the competent or advanced level on the PSSA, and earn the Pennsylvania Skills Certificate on the end-of-program assessment.

Subject (Hours)	Secondary School				Postsecondary Institution			
	Grade 9 (Hours)	Grade 10 (Hours)	Grade 11 (Hours)	Grade 12 (Hours)	First Semester	Second Semester	Third Semester	Fourth Semester
Technical		Orientation, HOSA, Occupational & Awareness	Nursing Care Skills	Medical Terminology	BIO 115 Human Anatomy and Physiology 1	BIO 125 Human Anatomy and Physiology II	BIO 201 Microbiology	
		Nursing Care	Anatomy, Physiology & Medical Terminology	Learn about Specific Systems				
		Anatomy, Physiology & Medical Terminology	Nurse Aide & Nursing Skills	Health & Disease				
		Integrative Medicine	Medical Math	Special Senses				
		Administrative Medical Assistant	Restorative Care & Mental Health/Social Services	Diagnostic & Imaging Procedures				
		Medical Coding/Billing g& Office Skills	Medical Coding/Billing & Office Skills	Computerized Medical Office, Coding & Billing				
		Nursing Assistant	Nursing Assistant	Medical Transcription				
		Job Seeking/Keeping Skills	Job Seeking/Keeping Skills	Job Seeking/Keeping Skills				
English	College Prep English 9	College Prep English 10	College Prep English 11	College Prep English 12				
Math	Algebra I	Algebra II	Geometry	Trigonometry				
Science	Accelerated Integrated Science	Biology	Chemistry	Physics				
Humanities	Citizenship	World Cultures	American History I	American Government	PSY 111 Psychology	PSY 203 Developmental Psychology		Soc 111 Intro to Sociology
Other	Physical Education	Physical Education	Physical Education	Physical Education			FIT Elective, Fitness	
	Health	Health	Health	Health			NUR 219 Adult Medical – Surgical Nursing II	NUR 280 Childbearing, Nursing



## 51.0899 Health/Medical Assisting Services, Other Health Medical Office

### **Orientation**

Complete paperwork and student information forms.

### **Identify and Describe the HOSA Student Organization**

Students will actively participate in the HOSA student organization.

### **Create Occupational Awareness**

Students will actively participate in clinical experiences.  
Identify communication styles and adhere to HIPAA.

### **Demonstrate Safety and Perform Safety Procedures**

Complete BLS and OSHA certifications.  
Identify safety in workplace according to law and OSHA.  
Identify infection control standards in adherence to OSHA.

### **Memorize and Understand Medical Terminology**

Identify the mechanics of medical terminology and recognize the need for accurate spelling of medical terminology.

### **Memorize and Understand Basic Human Anatomy**

Identify & label terms, structures & organs used in major anatomical reference systems of the body.

### **Demonstrate Nursing Care Skills**

Handwashing.  
PPE (isolation procedure).  
Remove soiled linen.  
Abdominal thrust.  
Proper use of restraints.  
Proper use of safety devices.  
Feed the patient unable to feed self.  
Prepare and serve meal tray.  
Prepare soiled linen for laundry.  
Provide safe patient environment.  
Perform post-mortem care checklist.  
Performing range of motion exercises.  
Assist patient to dangle, stand and ambulate.  
Transfer from bed to wheelchair.  
Move patient to side of bed.  
Position patient.  
Turn and position patient on side.  
Demonstrate the proper use of a mechanical lift.  
Demonstrate validation therapy.  
Demonstrate reality orientation.  
Dress patient with affected side.  
Give a bed bath.  
Assist with shower or whirlpool.  
Provide mouthcare.  
Administer mouthcare to unconscious patient.  
Clean and store dentures.  
Give a backrub.  
Assist patient to bathroom.  
Assist patient to use urinal.  
Assist patient to use bedpan.  
Make an occupied bed.  
Make an unoccupied bed.  
Provide fresh drinking water.  
Measure oral temperature.  
Measure rectal temperature.  
Measure axillary temperature.  
Measure radial pulse.  
Measure respirations.  
Measure blood pressure.  
Report pain.  
Measure and record height and weight.  
Assist with shaving.  
Provide hand and fingernail care.  
Provide foot and toenail care.  
Demonstrate perineal care.  
Provide catheter care.  
Apply knee-high elastic stockings.  
Operate the bed.  
Manage patient environment.  
Graph TPRs.  
Calculate intake and output.  
Take apical rates.  
Turn patient side to side.  
Move patient bed to chair/chair to bed.  
Ambulate patient with gait belt, walker/cane.

### **Learn About Basic Clerical Skills**

Graph temperature, pulse and respiration.  
Document blood pressure.  
Perform basic filing techniques.  
Perform admission and discharge documentation - personal effects and other medical office procedures.

### **Anatomy, Physiology and Associated Medical Terminology**

Identify and describe the introduction to structural units.  
Identify and describe the chemistry of living things, cells, tissues & membranes.  
Identify and describe integumentary system.  
Identify and describe skeletal system.  
Identify and describe muscular system.  
Identify and describe the heart.  
Identify and describe the circulation and blood vessels.  
Identify and describe the blood.  
Identify and describe the lymphatic system and immunity.  
Identify and describe the respiratory system.  
Identify and describe the digestive system.  
Identify and describe nutrition.  
Identify and describe the urinary/excretory system.  
Identify and describe the endocrine system.  
Identify and describe the central nervous system.  
Identify and describe the peripheral and autonomic nervous system.  
Identify and describe special senses.  
Identify and describe the reproductive system and genetically linked diseases.

### **Identify Medical Terminology, Diagnostic Procedures and Pathology**

Complete introduction to medical terminology.  
Describe the human body in health & disease.  
Describe the skeletal system.  
Describe the muscular system.  
Describe the cardiovascular system.  
Describe the lymphatic system and immune systems.  
Describe the respiratory system.  
Describe the digestive system.  
Describe the urinary system.  
Describe the nervous system & special senses.  
Describe the integumentary system.  
Describe the endocrine system.  
Describe the reproductive system.

### **Medical Math**

Solve practice problems using medical math.

### **Demonstrate understanding of being an Administrative Medical Assistant**

Discuss medicine and medical assisting.  
Demonstrate understanding of law and ethics.  
Demonstrate understanding of communication skills.  
Discuss patient education.  
Discuss written communications.  
Demonstrate understanding of computer applications in the medical office.  
Discuss management and daily operations of the medical office  
Discuss credit and collections.  
Discuss health insurance.

### **Demonstrate understanding of Medical Billing and Coding**

Discuss fundamentals of coding/billing, medical documentation, and health insurance contracts.  
Discuss Medicare, Medicaid, Worker's Compensation, managed care and their respective accounting practices.  
Demonstrate use of reference books, insurance forms and abstracting.

### **Demonstrate Understanding of Computerized Medical Office**

Discuss medical practice software, insurance & documentation.  
Demonstrate billing routines, collections & payments.

### **Demonstrate Medical Office Skills**

Order radiographic procedures.  
Demonstrate bandaging.  
Perform electrocardiogram procedure.  
Perform visual acuity testing.  
Collect a clean catch urine sample.  
Perform chemical urinalysis.  
Demonstrate physical exam assisting.  
Answer telephone in medical office.  
Take pulseoximetry.  
Demonstrate application of military time.  
Apply sterile gloves.  
Measure/weigh infant.  
Perform audiometric testing.  
Prepare instruments for autoclave.  
Perform capillary puncture.  
Take prescription refill.  
Complete insurance form.  
Obtain medical history.  
Create new patient medical record.  
Perform venipuncture.

### **Demonstrate Understanding of Hospital coding and Billing**

Demonstrate understanding of inpatient and outpatient coding & billing.

### **Actively Participate in Medical Transcription**

Demonstrate understanding of basic transcription rules and transcribe various reports.

### **Describe Being a Nursing Assistant**

Define and describe the health care system.  
Define and describe your role as a Nursing Assistant.  
Define and describe communication skills  
Define and describe the needs of patients, residents and clients.  
Define and describe infection control.  
Define and describe safety.  
Define and describe body mechanics: Positioning, moving and transporting patients.  
Define and describe admitting, transferring and discharging a patient.  
Define and describe bedmaking.  
Define and describe home health care.  
Define and describe personal care of the patient.  
Define and describe emergency care.  
Define and describe the human body.  
Define and describe growth and development.  
Identify and describe the Musculoskeletal system and related care.  
Identify and describe the Integumentary system and related care.  
Identify and describe the Circulatory and Respiratory systems and related care.  
Identify and describe measuring vital signs.  
Identify and describe the Gastrointestinal system and related care.  
Identify and describe nutrition for the patient.  
Identify and describe the Urinary system and related care.  
Identify and describe specimen collection.  
Identify and describe the Endocrine system and related care of Diabetic.  
Identify and describe the Reproductive system and related care.  
Identify and describe the Nervous system and related care.  
Identify and describe warm and cold applications.  
Identify and describe care of the surgical patient.  
Identify and describe other patients with special needs or special procedures.  
Identify and describe Neonatal and Pediatric care.  
Identify and describe the older adult patient and long-term care & rehabilitation.  
Identify and describe the terminally ill patient and postmortem care.

### **Demonstrate Alternate Communication**

Complete sign language program to communicate with hearing impaired.  
Complete translation program for medical terminology from English to Spanish & Spanish to English.

### **Employability Skills**

Establish career goals and develop a plan to meet goals.  
Complete a job application.  
Compose a resume, reference list and cover letter.  
Prepare for a job interview.  
Compose various employment letters, i.e. thank you and resignation.  
Participate in online career search & develop online accounts.  
Create a career portfolio.

# STUDENTS OCCUPATIONALLY & ACADEMICALLY READY



- *Earn college credits which will save you money on tuition*
  - *Shorten college attendance*
  - *Get on the right career path*
  - *Enter the job market prepared*
  - *Get a consistent education*
- *See your CTC School Counselor for More Information*

## TO QUALIFY CTC STUDENTS MUST:

1. Earn a high school diploma, achieve a minimum 2.5 GPA on a 4.0 scale in your CTC program and complete the PDE approved Program of Study.
2. Earn the industry certifications offered by your program (if applicable).
3. Achieve Competent or Advanced on the NOCTI End of Program Assessment.
4. Achieve proficiency on ALL of the Program of Study Competency Task List.
5. Provide documentation to Postsecondary Institution that you have met all of the requirements!

Find out more about the colleges offering course credits you can earn while attending RMCTC. Go to [collegetransfer.net](http://collegetransfer.net), search: PA Bureau of CTE SOAR Programs, and find your program by CIP Code.



*\*To receive college credits, qualifying students have three years from their date of graduation to apply and matriculate into the related career and technical program at a partnering institution.*

## HEALTH MEDICAL OFFICE PROGRAM

### DRESS CODE & MATERIAL GUIDELINES

Students are expected to comply with the dress codes of their home school as well as that of Reading Muhlenberg Career and Technology Center. In addition to those requirements listed in the handbook, students are expected to adhere to the following guidelines:

#### Required Guidelines:

1. Hair must be off the collar and away from the face when working in the lab.
2. Fingernails must be short. Acrylic or gel nails **MAY NOT** be worn at any time.
3. Make- up should be moderately applied and consistent with a professional healthcare image.
4. Jewelry must be minimal and cannot be worn when working in the hospital lab.
5. Students should obtain a watch with a second hand.
6. Students must purchase ciel-blue scrubs; white, closed-toed clinical shoes; and a short, white lab coat.
7. Name badges will be provided by program.

#### Suggested Guidelines:

1. Purchase of personal earphones or earbuds will be helpful to access and listen to the skills' video library and medical transcription dictations from the students' computers.
2. Purchase of a large, three- inch binder or large spiral notebook with at least six dividers/sections or six small notebooks for organization of material/theory notes is suggested.
3. Purchase of pack of 200 index cards helpful for use in recording skills.

These dress code requirements are consistent with the professional standards that are expected in healthcare settings in this community.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **HMO Handbook**

Please use this guide to help you become successful in HMO. It contains organizational guidelines and interesting facts about the program and classroom. Remember: This is the beginning of your healthcare career. Use your time wisely and enjoy the journey!

### **Grades, homework, classroom guidelines**

Grades are calculated as a combination of your work ethics, homework completion, attendance history, class participation, and skills completion and are contracted each quarter. The percentage is as follows: Work ethics 40% and knowledge 60%.

You will receive a quarterly assignment each quarter and a yearly calendar. Please use these and keep them in your learning guides or notebook of your choice to help you remain organized in this class.

Quizzes can be retaken when your grade in that test is 70% or lower. Your new grade will be the average of those two quizzes.

Homework is due on Mondays and Wednesdays. Hand your work in the inbox and look for work returned to you in the outbox. Late homework will be accepted until Thursday of the week it is due for half credit.

You can earn bonus points for doing something great. Bonus points can be used for everything except towards skill grades.

Please read the daily log when you return from an absence, to learn what we did on that day.

Reflection sheets are completed Monday through Thursday. You must write in full sentences, include your number and the date.

Journals are completed every Friday. Hospital format will be used in documentation: number date, time, error method, and signature. You must write at least five sentences in your journal in black ink or pencil.

Jobs are a part of your daily grade. Please read your assigned job description. Jobs are changed every quarter.

Seating is assigned. You may not sit anywhere else without permission.

Attendance is extremely important!

It is important to make up all homework, tests and skills not done by deadlines, since these will determine the job titles that you earn as a senior.

### **Classroom schedule**

Skill demos, quizzes, and make-up quizzes are offered Tuesdays and Thursdays.

Theory is presented daily during your assigned period.

Skill testing is on Mondays and Wednesdays.

## **Skill testing**

You must practice each skill you are taught a minimum of three times. Document all of your practices and tests on one card per day making sure to include the following: name, date, skill and learning guide number. Your third practice cannot be on the day you plan to skill test. Place your card in the box in the nurses' station. Your practices and tests are documented on the master skill chart. Skill cards are returned to you after they are recorded on the chart and in the computer. Keep your cards in your locker as proof when there is a discrepancy on the chart.

In order to skill test, you must have your skill card, learning guide and concept map ready. Sign up on the skill board with your name and skill before testing.

You must be in clinical uniform to skill test.

You should document all of your practices and tests, as well as your homework, in your PAL booklet.

You can view any skill that you missed on the skill CD of your level in the HMO outbox.

Certificates of skill completion will be given at the end of the year for the level that you complete.

## **HOSA Pride**

Elections are held at the beginning of each year for officer positions. Officers must complete Level 1 HOSA recognition in order to remain in office. Meetings are held monthly.

HOSA uniform consists of HOSA jacket, white shirt, navy pants and black closed-toed shoes.

## **Community service, fundraising, field trips, HOSA conference, and clinicals**

These activities can enrich your portfolio as well as your experience in the healthcare field. Attendance, behavior, and grade guidelines will impact your participation in these events. You must get behavior verification and field trip forms signed for each activity. Home school and social studies teachers will document your behavior there, which will determine whether or not you can participate in the activity.

If you have any question throughout the year, ask your peer mentor or your teacher for clarification. Hope you have the best year ever!

## GRADE REPORTING

**Purpose:** The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress will be measured in the areas of work ethics, and knowledge. All activities and assessments that are required as the student progresses through their skills (learning guides) will be reflected within the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The ClassMate grading software automatically calculates student grades using the following formula:

Work Ethic 40%  
Knowledge 60%  
100%

Teachers must be able to justify grade percentages in the event of inquiries or concerns.

**Interpreting a Grade:** The two levels of evaluation are described below:

**Work Ethics Grade (40%):** Each school day, every student receives a Work Ethics or daily grade. Criteria that comprise these grades are safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet.

**NOTE: Impact of Absenteeism, Tardiness/Early Dismissals** - The direct effect of absenteeism on a students' grade will be through the Work Ethic component of the grading formula. If a student is Tardy or has an Early Dismissal the Work Ethic grade will automatically be defaulted to a five (5) from a possible ten (10) points. The instructor may change this value as they see fit.

**Knowledge Grade (60%):** Throughout the marking period, a student's cognitive knowledge about various career-specific topics will be evaluated and recorded by the instructor. Examples of knowledge activities include: lab/shop assignments, homework, quizzes, tests, and research activities. The Knowledge grade range is based on actual points earned divided by the total accumulative points.

**Task tracking:** For the purpose of students earning a job title associated with their program are, teachers track students' skill/task work. Teachers identify specific criteria to evaluate each task performed, ranging from a 0 to 5 (not completed to mastery). Students must earn a 4 or 5, in order to credit the task towards earning the specific job title. Students have the opportunity to revisit a task multiple times until successfully receiving credit. The job titles a student earns will be listed on the student's RMCTC certificate that is awarded at Senior Recognition Night.

## GRADE REPORTING (continued)

### **CTC Letter Conversion Table Grade Letter**

100 – 97 A+  
96 – 93 A  
92 – 90 A-  
89 – 87 B+  
86 – 83 B  
82 – 80 B-  
79 – 77 C+  
76 – 73 C  
72 – 70 C-  
69 – 65 D  
64 – under F

Final Grade average is based on the student's four (4) numerical marking period grades. The final average will directly align to the letter conversion table listed above.

If a student has three (3) marking period grades of "F" the teacher shall give appropriate consideration to that student not passing for the year. If a student is on an **upward trend** at the end of the school year, this **may** justify having the student pass for the year. If the opposite is true, and the student is on a **downward trend**, the student **should** receive a failing grade.

The individual teacher must evaluate each student's achievement in terms of the expected goals for their program area.

Failure to complete assignments, frequent lateness or absence, and demonstrated indifference to school are major contributors to student failure. **Blatant refusal** to attempt or to complete a significant number of course requirements may, by itself, justify a final course grade of "F".

The following divisions are given as a guide to recording and interpreting the grading system. It remains for each teacher to objectively and fairly rate each student, not based upon personality, but performance.

**Determination of Grades:** Teachers will give thorough consideration using all grading components in determining students' grades to both class work and test results.

#### **A = Excellent**

1. This grade represents **superior work** and is distinctly an honor grade.
2. The excellent student **has reached all course objectives** with high quality achievement.
3. The excellent student displays unusual effort and works willingly and effectively in reaching required objectives.

## GRADE REPORTING (continued)

### **B = Good**

1. This grade represents **above average** quality achievements.
2. The good student **has reached a large majority of course objectives.**
3. The good student is industrious and willing to follow directions.

### **C = Average**

1. This grade represents **acceptable** quality achievements.
2. The average student **has reached a majority of course objectives.**
3. The average student is cooperative and follows directions, yet extra effort and improvement are needed for more complete mastering of the material.

### **D = Passing**

1. This grade represents a **minimum acceptable** quality achievement.
2. The student is performing below-average work and **has not reached a majority of course objectives.**
3. This achievement level indicates there is a great need for improvement, daily preparation and improved dedication and attendance.

### **F = Failure**

1. This grade represents **unacceptable** quality achievements.
2. The failing student **has not reached necessary course objectives.**
3. The failing student has not attempted to complete assignments, is constantly late or absent, and generally has failed to accomplish the fundamental minimum essentials necessary in the program area.
4. It may be noted that generally a student does not fail because of a lack of ability; failure may be caused by laziness, non-dedication, or a general disregard to directions of the teacher and the unwillingness to use whatever ability he/she possesses.

**Incomplete Grades:** Incomplete grades must be updated no later than ten (10) days from the close of the marking period. As soon as the work is completed and the grade is available, it must be reported to the appropriate person.

**Failures:** Students who receive a failing final grade in a program area are permitted to repeat that program, but are urged not to do so for obvious reasons. If this situation presents itself, students and parents are advised to consider an alternative program which is probably more suited to the student's true interests and aptitudes and not merely satisfying a short-term or unrealistic desire.

**Attendance and its Impact upon Grades:** The importance of regular school attendance and its positive impact upon a student's performance grade cannot be overstated. If a student is absent, he or she does not have the opportunity to keep pace with their classmates and must work independently to acquire the information missed during any absence. Regardless of how well a student performs when he/she is present, habitual absenteeism usually results in a failing performance grade. This situation is not unlike the conditions of the business or industry for which the student is being trained.



## **GRADE REPORTING (continued)**

**Make up Work for Absences:** Students have the opportunity to make-up school work due to an illness/being absent from school. **PROVIDED** their absence is excused. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absences – five (5) school days to complete assigned work.
2. Four (4) or more days excused absence – ten (10) school days to complete assigned work.

All work missed through unexcused absences will be graded as a zero

**Report Cards (See Progress Reports):** Students will receive a report card from the sending school district which will reflect the student's grade from their Career & Technology program. Students will also receive a report card from RMCTC reflecting their program grade and Social Studies grade, where applicable. In addition, grades are available on the parent portal.

**Senior Recognition Night:** Reading Muhlenberg Career & Technology Center hosts an annual Senior Recognition Night, which honors our senior students. During this event, all senior students in attendance are recognized and may also receive awards that they have earned relevant to their accomplishments while attending Reading Muhlenberg CTC.

**PARENT PORTAL:** The Parent Portal is available for parents/guardians to view your child's progress by accessing the RMCTC District Portal on the School's web-site; [www.rmctc.org](http://www.rmctc.org). This will give you up to date information related to your child's attendance, grades (work ethic and knowledge), discipline referrals and schedule. In order to use this resource, you must provide the CTC with a current email address and register online.

Log onto [www.rmctc.org](http://www.rmctc.org), click on "**Parents**", then click on "**parent portal**" which will navigate you to the link where you will log into the portal. You will have to "**create an account**" on your first visit to the portal by using your email address (you need to use the email address you provided us on your child's application) and setting up a password. Once registered you may return at any time to view your child's information. Please utilize our website, to track your child's progress by viewing their grades and attendance, along with any discipline action. In addition you will be able to review your child's report cards & progress reports as soon as they are available. You also have the ability to select the option to receive email notifications for specific instances that you choose. You can choose to receive an email automatically if your child is absent/tardy or both, if your child receives a discipline referral or suspension and if your child receives a specific grade.

## **CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)**

All students enrolled in Reading Muhlenberg Career & Technology Center have the opportunity to participate in at least one Career & Technical Student Organization (CTSO) while enrolled at the CTC. Students who become members in these co-curricular organizations have the opportunity to participate in team building, leadership, community service and social events.

Students also have the opportunity to attend skill competitions where the skills they have learned are "put to the test" against other competitors. These competitions include testing of knowledge and hands-on skills in a variety of trade and leadership events. Students who are fortunate enough to win their events at a district or state competition are able to compete at the national level and travel to locations such as Louisville, KY, Kansas City, MO, San Diego, CA, Orlando, FL, and Cleveland, OH.

### **Health Occupation Students of America (HOSA)**



[www.hosa.org](http://www.hosa.org)

HOSA, a co-curricular club, is a health career organization of which all Health Science Technology and Public Safety & Security students may become a member. Our students become members of the state and national organizations that "promote careers in healthcare", while allowing them to practice leadership and interpersonal skills through competition. Our local chapters, HOSA Pioneer, HOSA Heritage, HOSA Pride, HOSA Freedom, and HOSA Heros are very involved in service to the school and community. Two officer teams, one a.m. and one p.m., head the local chapters under the direction and guidance of their respective advisor.

### **SkillsUSA**



<http://skillsusa.org>

SkillsUSA is a national organization of students, teachers and industry representatives who are working together to prepare students for careers in technical, skilled and service occupations. SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

## National Technical Honor Society (NTHS)



[www.nths.org](http://www.nths.org)

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2000 schools and colleges throughout the U.S. and its territories are affiliated with the NTHS. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. NTHS members receive: the NTHS membership certificate, pin, card, window decal, white tassel, official NTHS diploma seal, and three personal letters of recommendation for employment, college admission, or scholarships. Students will have access to our online career center including these valuable services: MonsterTRAK, Wells Fargo, Career Safe, and Career Key.

# READING-MUHLENBERG CAREER & TECHNOLOGY CENTER

## WORK BASED LEARNING Cooperative Education & Internships RULES / GUIDELINES

1. All Work Based Learning (WBL) students must have school WBL forms completed before starting the job/internship, and any student less than 18 years of age must also have a transferable work permit.
2. **ABSENT FROM SCHOOL????? – NO WORK!!!!!!!**
  - If you are absent from school in the morning, you may **NOT** go to work in the afternoon. **YOUR JOB IS PART OF YOUR SCHOOL DAY.** If you are at a **medical, social service, or court appointment** in the AM, you **may** go to work that day. However, you must bring a note **from the agency where you were**, to your attendance secretary, the next school day.
  - If you are ill, **YOU** must call your employer to inform him/her that you will not be reporting for work.
  - **IMPORTANT:** If your name is going to appear, for any reason, on your sending school absentee list, you must also **report off to Mrs. Albarran @ 610-921-7301. Failure to report off will result in removal from WBL.**
  - If **school is closed** for a holiday, in-service day, or a snow day, you **DO** go to work on those days, if you are scheduled.
  - If you are suspended **out of school** you may not work at your WBL job. This includes jobs that are scheduled with after school hours.
  - **REPETITIVE ABSENCES** at school or work will result in your removal from Work Based Learning.
3. All WBL students are required to **report to the CTC every Monday.** Any additional classroom time is at the discretion of your program area teacher. You are responsible for communicating this to your employer. On the **first Monday of each month**, immediately upon arrival, report directly to **Student Services**, where you will sign in with Mrs. Baller. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **Don't forget to bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two Monday meetings, you will be removed from WBL.**
  - Any violations of these rules will result in the following **discipline action:**
    - 1<sup>ST</sup> violation – VERBAL WARNING**
    - 2<sup>nd</sup> violation – REMOVAL FROM WORK BASED LEARNING**
4. When at work you are guided by and are responsible to your employer. Be sure to follow all of the Employers' rules and regulations because you will be terminated for the same reasons as any other employee.
5. If your work experience is terminated for any reason, you must return to school the next day, and inform your CTC teacher and the Work Based Learning Coordinator.
6. If you wish to terminate your employment, you must discuss this with your teacher and the Work Based Learning Coordinator, and leave the job properly by giving the employer a two-week notice and a letter of resignation.
7. If you have any questions concerning the rules and guidelines of Work Based Learning, please contact the WBL coordinator at 610-921-7337.

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STUDENT SIGNATURE

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PARENT/GUARDIAN SIGNATURE