

**Health Science Academy**  
**MEDICAL TRANSCRIPTION**  
**2010-2011 Course Syllabus**

**1. Course Description**

The Health Science Academy is designed for College Tech Prep and career technical education Trumbull County students in Grades 11-12. The course of study portion of this program reflects the academic and technical competencies for secondary education students. The technical focus is on the blending of a variety of Health Care concepts into hands-on applications for the improvement of life. Students transitioning to post-secondary education will receive reinforcement and additional training in these areas. During the first year all Health Science Academy (HSA) students will complete coursework that is basic/core to all medical programs. Students will then be prepared to take the Nurse Aide Training Competency Program course and test as designed by the Ohio Department of Health. They will then go into one of three pathways in the medical professions: therapeutic or hands on care will be taught in the pre-nursing pathway, utilizing information technology related to documentation of patient testing and care will be the focus of the medical Transcriptionist program and pharmacological science, retail tasks and responsibilities and institutional pharmacy technician skills will be the focus of the Pharm tech program. Students will be prepared to advance into a post-secondary nursing or other type health care post-secondary education or take the certification exam if their chosen field is Pharmacy Technician or Medical Transcription. These two certifications allow the graduates to work in this profession or use it as a basis for advancement in the career area or other health care profession of their choice.

The students will receive instruction in the following areas:

- Career Exploration, Development, and Employability Traits
- Medical Terminology
- Health and Safety Practices
- General Knowledge of the Human Body
- Obtaining and Recording Subjective and Objective Client Data across the Lifespan, especially Vital Signs
- Healthcare Communication/HIPAA
- Legal & Ethical Issues Related to Health Care
- Business Processes Related to Health Care
- Medical Math
- Nurse Assistant Specialization English language: correct English usage, rules of grammar, punctuation & style, references and resources, correct medical style as defined by Association for Healthcare Documentation Integrity (*AHDI Book of Style*) and/or *AMA Manual of Style*
- Medical Knowledge: Medical language and it's structure, medical, surgical, diagnostic, interventional and pharmacological procedures and findings
- Technology: General knowledge of and ability to operate computers and related Technologies, dictation and transcription equipment, speech recognition technology, electronic references, and electronic healthcare records (EHR).
- Medicolegal aspects of the healthcare record
- Medical Transcription practice including transcription, proofreading, correcting, recognizing inconsistencies, discrepancies, productivity and accuracy.

It is the goal of the program to prepare students for a seamless transition in to a two- or four-year post-secondary education setting or enter in to an entry-level position directly out of high school.

## 2. **Instructional Philosophy**

A key component of the Ohio Career Field Initiative is a career pathway, which is a series of academic and technical career-focused course work and other learning experiences leading to a career specialty and employment in a career field. Pathways facilitate a seamless transition from high school to postsecondary education (including apprenticeships, adult education, two- and four-year colleges and graduate school) and from postsecondary education to the workplace.

To effectively facilitate the transition from secondary to postsecondary education and a career, high school career pathways should encompass:

- challenging technical course work in a chosen career field based on career field technical content standards;
- rigorous academics that meet Ohio's academic content standards and grade-level expectations;
- electives that relate to career objectives;
- instructional enhancements such as experiential and authentic learning opportunities (e.g. work-based learning, mentorships, internships) and career-technical student organization participation;
- opportunities for student certification (STNA and Registered Medical Transcription)
- preparation for transition to further study that includes college readiness and opportunities to earn college credit while in high school;
- preparation for transition to employment with advancement opportunities; and
- performance targets that include high school academic and technical testing/exit and postsecondary entry/placement requirements

Students will have a clinical component during the STNA portion of the program, approximately 20 clinical hours in a local long-term care facility, with instructor supervision. Students will be expected to apply theoretical concepts to actual, real-life patient situations. Students will be responsible to complete the care of the assigned patients while maintaining patient confidentiality, following the health care facility policies while providing a safe environment for the patient.

Student assessment will be based on written exams, tests, quizzes, final exams, clinical evaluation tools, individual completion of written clinical assignments, performance tests in lab, projects related to coursework, timed activities in medical transcription. Students are expected to take and pass the STNA certification test. To be eligible to take the test, students must pass the STNA course and must attend all classes related to the STNA course.

## 3. **Course Goals**

- Discuss Health Care Core material as prescribed by the ODE.
- Demonstrate communication skills which enhance collaboration with members of the health care team, patients, and families.
- Demonstrate accountability in delivering patient care.
- Implement and maintain a high standard of professional ethics and legal responsibilities.
- Successfully complete the STNA certification test and the Registered Medical Transcriptionist test.
- Accurately spell and transcribe medical information, utilizing various methods of technology.
- Develop a home-based medical transcription business.

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#### 4. Major Course Assignments and Projects

- Research project during Career Exploration unit, comparing at least 2 different health care professions, one profession related to the pathway the student is currently pursuing and the other profession will be health care but unrelated to the first pathway. Students will research and present a variety of topics including a definition of the profession, amount of education required, and licensure tests/requirements, duties and skills, wages, where to find a job in this profession, etc.
- Home-based Medical Transcription business, including researching all the costs of the business, a marketing plan, record keeping, financial records including taxes, social security, overhead cost, continuing ed., etc.
- Written Clinical Assignments: The student is expected to apply theoretical concepts to patients in the clinical setting. Students will research their patient's disease process and complete a written assignment correlating the patient's diagnosis and appropriate nursing care. This will be done when the student is assigned to patient care in the clinical setting.
- **TCTC Job Shadow Experience**  
Students will participate in TCTC's Job Shadow experience. This provides an opportunity for PN students to explore other healthcare career options as well as the varied roles of the LPN. The student will be responsible for arranging their shadow experience and this assignment will be part of their Professional & Career Relationships grade.

#### 5. Course Assessment Plan

Grading for this course will be done using the point system. Each assignment, quiz, test, etc. will be assigned a number of points. Each nine-week period, all points will be added together and a grade will be computed for the student's Medical Transcription Lab grade.

- Students must have at least 75% in the STNA course to be eligible to take the STNA certification test. Students may remediate and retake the STNA final exam one time in order to maintain the 75%.
- Students will receive a daily lab grade which will be based on being present, on time, prepared and maintain appropriate classroom behavior. Written tests on theory and spelling
- Timed transcription assignments, based on terminology accuracy, spelling, grammar and punctuation.
- Lab performance on nurse assisting patient care skills.
- Evaluations of clinical performance during the STNA clinicals

A rubric will be used for special projects. Students will know, prior to completion of the project, how it will be graded and the point value of the project.