

Health Services Assistant Program

Hillyard Technical Center
St. Joseph School District

Brenda S. Wickham, B.S. Ed, RN
CNA Instructor

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CNA Instructor

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CNA Clinical Supervisor

Kim Harman, LPN
CNA Clinical Supervisor

Program Overview

The Health Services Assistant Program is a two-year program for high school students. The program has two goals – to prepare students for immediate employment in the health care industry upon graduation and to prepare students for post-secondary education in all areas of the health care industry.

Students are chosen based on grades and recommendations from teachers and administrators. Participants have the aptitude to excel in multiple roles within the health care industry. The expectations for this program are high and students are expected to maintain a professional level of conduct. Parents are encouraged to contact the instructors if they have any concerns regarding their student's progress.

Please Note: *All students who are accepted into this program must pass a Criminal Background Check (CBC) and the Family Care Registry (FCR) to participate in the program.*

Students have the opportunity to choose the pathway they would like to follow.

Pathway 1

JR – Semester 1

Health Services
Medical Terminology
CPR/First Aid

SR – Semester 1

CNA Coursework
Dual Credit Physiology
CPR/First Aid

BSL/First Aid Certificate
Nurse Assistant Certificate
22 Hours – College Credit

8 Hours – North Central Missouri University
Anatomy (BI 240) – 4
Physiology (BI 242) – 4

14 Hours – Missouri Western State University
Medical Terminology (ALH 106) - 2
Special Topic (ALH 196) - 12

JR – Semester 2

Dual Credit Anatomy (4)
Community-based Clinical
College/Career Pathways

SR – Semester 2

CNA Clinical
College/Career Pathways
Intro to Pathophysiology

Pathway 2

JR – Semester 1

Health Services
Credit Medical Terminology
CPR/First Aid

SR – Semester 1

CNA Coursework
Physiology
CPR/First Aid

BSL/First Aid Certificate
Nurse Assistant Certificate
14 Hours – College Credit

14 Hours – Missouri Western State University
Medical Terminology (ALH 106) - 2
Special Topic (ALH 196) – 1

8 Hours – Post-Secondary – Hillyard Technical Center
4 Hours- Anatomy
4 Hours – Physiology

JR – Semester 2

Anatomy-HTC (4)
Community-based Clinicals
College/Career Pathways

SR – Semester 2

CNA Clinicals
College/Career Pathways
Intro to Pathophysiology

Class location: Rm. 210 & 211

Planned Course Hours: 7:45-10:35 AM Class Break: 9:25-9:35

11:30-2:20 PM Class Break: 1:00-1:10

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Office Phone: 816-671-4170

Office hours: 2:20 – 3:00 PM

Course Rational

As the number of aging people increases, the demand for health care workers will continue to grow. This demand creates a need for early training to prepare students for immediate employment in the industry and post-secondary training. Students successfully completing the program will be Certified Nursing Assistants and ready to continue their education in health-related fields.

Course Description

First-year students will study medical terminology, health sciences, anatomy, and health care careers. Clinical experiences will focus on providing students with a wide variety of placements to expose them to the many career opportunities in the health care field.

Second-year students will include the course work required to become a CNA. Clinicals will focus on hands-on patient care to prepare them for competencies necessary to become certified. Students will also take the Anatomy and Physiology course to receive credit toward Hillyard post-secondary programs (Practical Nursing, Surgical Technology, Paramedic) and have the opportunity to enroll through North Central Missouri College for dual credit.

Throughout the program students will study information related to health care including: all the body systems (cardiac, pulmonary, etc.), growth and development, aging and geriatrics, death and dying, CPR, basic first aide, nursing assessments, infection prevention, and taking vitals.

Assignments

Assignments are designed to reinforce material and information covered in class. Many assignments will require communication skills, including reading, writing, and verbal presentations. Communication is a vital skill in the health care industry and will be an important component of the course.

Assignments will be posted in the classroom on the white board and students will record them on a monthly calendar kept in their binder. Parents are able to view assignments and grades on Power School Portal.

When a student is absent, the work that they missed will need to be made up. For every day missed, they will have 2 days to complete and turn in the work. If students are going to be absent due to school-related business, they will need to give the instructor a 24-hour notice to be excused and be eligible to make up the work missed.

Grading

Tests	30%
Assignments	30%
Participation	30%
Final*	10%

*Students will be exempt if they meet attendance requirements. Students will be required to take both the Anatomy and Physiology final to receive credit for these courses.

Materials

Students will need to have the following materials: Note cards, note card box, spiral notebook, three-ring binder, two-pocket folder, pencils, black pens, and colored pencils. Students will be required to keep all handouts and assignments in their binder. Second-year students will also need a large three-ring binder for their CNA Course Book. Students may bring additional art supplies of their choice to use for special projects.

Behavior Expectations

Students will be expected to interact respectfully with their instructors, staff, and classmates, as well patients and clients in the community. Because we are a work-ready program, we practice professional behavior inside the classroom and when we are at clinical sites.

Cell Phone Policy

Our classroom has a no cell phone policy. Each student will be assigned a numbered phone pocket. Students will be expected to place their phone in this pocket before the tardy bell rings. Phones should be placed on silence mode. Students will be allowed to take phones to break and will be expected to return them when we resume class. Emergency contact should be made through the office. All classrooms have a phone to receive transferred calls from the office.