



## Career-related Programme career-related study outline

Complete one form for each career-related study being offered at the school

Name of the school

Guajome Park Academy

School code

000999

Career-related study area

Introduction to Medical Field

Career-related study provider

Palomar Community College

Language of instruction

English

Number of years this career-related study has been provided for students at the school

Begun offering 2018-19 Academic Year

Name of the person completing this outline

Judd Thompson

Role of the person completing this outline

IBCP Coordinator

1. What was the school's rationale for selecting this career-related study?

It is our desire to provide meaningful career opportunities that will provide students real employment opportunities in an unknown future. Through our research and feedback, we have identified three areas including a medical introduction programme.

2. Provider

a. Who will deliver the career-related study?

The school

Another entity in partnership with the school

If the career-related study is being delivered in partnership with another entity:

i. provide the name of the partner entity:

Palomar Community College

ii. describe how the school has familiarized the partner entity with the CP:

Through collaborative planning between the CP coordinator and the program director of Brightwood College. Together we have shared materials regarding the philosophy and core elements of the CP program with Brightwood college as we worked together in designing the course curriculum. Over the second semester, and going into the summer, the instructor for the specific courses will also be joining us and participating in our IB collaboration and our Launching the CP Workshop.

Accreditation

b. Who is the accrediting body for this career related study? Please enter the name of the organization in the appropriate place below.

<input type="checkbox"/>	government body:	<input type="text"/>
<input type="checkbox"/>	awarding body:	<input type="text"/>
<input type="checkbox"/>	appropriate employer organization or professional body:	<input type="text"/>
<input checked="" type="checkbox"/>	further/higher education institution:	Brightwood College
<input type="checkbox"/>	other:	<input type="text"/>

Please describe the accrediting body.

Palomar Community College is accredited through the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (**ACCJC/WASC**) an institutional accrediting body recognized by the Council of Higher Education Accreditation and the Department of Education. They have held accreditation since January 1, 1952, and have their next accreditation review set for March 1, 2022.

Please describe the process of accreditation the school went through for this career-related study.

The processes of accreditation operate on a seven year cycle. Institutions are required to submit an Institutional Self Evaluation (ISER) every seven years, a possible follow-up report in year two, and a midterm report in year four. Additional Accreditation Reports and Fiscal Reports are required annually. Whenever an institution undergoes a substantive change, a Substantive Change Proposal is required as well.

All aspects of Palomar Community College's accreditation process: including timelines, accreditation reports, expected student learning outcomes, and all other additional information can be found at <https://www2.palomar.edu/pages/accreditation/>.

Please describe how this career-related study will be subject to a demonstrable form of external quality assurance and/or reaccreditation, including the frequency of this review.

There are no additional accreditation requirements for Web Development; therefore, it will run on the accreditation cycle mentioned above.

Please provide official evidence of this accreditation or recognition (e.g., certificate, official letter, appearance on accrediting organization website, etc.). If the evidence is not in one of the three IB working languages, please provide a certified translation.

**Note:** If this documentation is not uploaded by the time of the verification visit, there may be a delay in authorization.

Does successful completion of this career-related study result in a certification or qualification?

Yes

No

If so, what is it?

What specific post-secondary pathways will this career-related study provide to students (e.g., *apprenticeships, post-secondary degree, employment*)?

This pathway will advance students in post-secondary study, completing four 100-level college courses.



Please describe the structure of the career-related study (*coursework, online learning, work placement, etc.*).

The structure of the course is a blended learning model that combines online learning and independent work, with twice weekly classroom instruction. A professor from Palomar Community College is on Guajome's campus twice a week to provide direct instruction and hands on laboratory work.

Teaching hours/schedules

c. How many total teaching hours per student will be part of the career-related study?

318.25 Hours

How many teaching (clock) hours are there per week for the career-related study?

4 hrs. 45 min per Week

Please upload a sample schedule for an **individual student** enrolled in this career-related study for year 1 and year 2 of the CP. The schedule should include the elements of the career-related study, the DP courses and CP core components.

<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
English 9	English 10	English 11	English 12
Geometry	Algebra II	IB Math SL	IB Math SL
Biology	Chemistry	IB Biology HL	IB Biology HL
Spanish 2	Spanish 3	Spanish 4	Spanish 5
Physical Education	World History	US History	Government/Econ
Elective (VAPA)	Elective (VAPA if not taken 9 <sup>th</sup> Grade)	Personal and Professional Skills	Personal and Professional Skills
		Brightwood – Intro to Medical Field	Brightwood – Intro to Medical Field

## Content

Please describe the content of this career-related study in detail.

### d. Topics covered

Courses in this career related study include the following:

BUS 80	Medical Terminology and Anatomy
BUS 82	Medical Insurance Billing and Coding
EME 100	Emergency Medical Responder
BIOL 145	Intro to Anatomy and Physiology

Content for each course is as follows:

#### **BUS 80: Medical Terminology and Anatomy**

1. Introduction to Medical Terminology
  - a. Basic Word Structure
  - b. Roots, Combining Forms, Prefixes and Suffixes/Terms related to the Body as a Whole
2. Respiratory System
  - a. Anatomy
  - b. Physiology of Breathing
  - c. Terminology
  - d. Diseases
  - e. Tests and Treatments
3. Cardiovascular System
  - a. Blood Vessels and Circulation
  - b. Anatomy and Physiology of the Heart
  - c. Terminology
  - d. Cardiovascular Diseases
4. Blood and Lymph Systems (Hematology and Oncology; the Immune System)
  - a. Anatomy and Physiology of Blood
  - b. Anatomy and Physiology of the Lymph System (Immune)
  - c. Terminology

- d. Blood and Lymph Diseases including AIDS
5. Endocrine System
  - a. Anatomy and Physiology
  - b. Terminology
  - c. Endocrine Diseases including Diabetes
6. Oncology / Hematology
  - a. Terminology
  - b. Classification of Tumors
  - c. Characteristics of Benign and Malignant Neoplasm
  - d. Grading and Staging Systems
  - e. Causes of Cancer
  - f. Healthcare Career Discussion
7. Female Reproductive System; Pregnancy, Birth and Postpartum
  - a. Anatomy and Physiology
  - b. Terminology
  - c. Menstruation and Menopause
  - d. Female Diseases
  - e. Pregnancy, Birth and Postpartum
8. Gastrointestinal(GI) System
  - a. Anatomy and Physiology
  - b. Terminology
  - c. Gastrointestinal Diseases
9. Integumentary System
  - a. Anatomy of skin layers and accessory structures
  - b. Functions of the skin
  - c. Terminology
  - d. Skin Diseases
10. Musculoskeletal System
  - a. Anatomy and Physiology of the Skeletal System
  - b. Anatomy and Physiology of the Muscular System
  - c. Terminology
  - d. Musculoskeletal Diseases
11. Male Reproductive System
  - a. Anatomy and Physiology
  - b. Terminology
  - c. Male Reproductive Diseases
12. Urinary System
  - a. Anatomy and Physiology
  - b. Terminology
  - c. Diseases
13. Nervous System



- a. Anatomy and Physiology
- b. Terminology
- c. Diseases

**BUS 82: Medical Insurance Billing and Coding**

1. Insurance Forms
  - a. Universal Claim Form
  - b. Blue Cross
  - c. Blue Shield
  - d. Medicare
  - e. Medi-cal
  - f. Medi-Medi
  - g. Champus
  - h. Industrial
  - i. Hospital Claim Form
2. Disability Forms
  - a. Disability Insurance
  - b. Worker's Compensation
  - c. Champus/VA
3. Special Plans
  - a. H.M.O.
  - b. B. P.P.O.
4. Accounts
  - a. Process Payments
  - b. Computer Billing
  - c. Collection & Appeals Process
5. Medical Ethics
  - a. Professional Liability
  - b. Physician's Personal Insurance

**EME 100: Emergency Medical Responder**

1. The first responder:
  - a. Legal, ethical, and emotional issues
  - b. Preventing disease transmission
  - c. Basic anatomy and physiology
  - d. Lifting and moving victims (skill demonstration)
2. Patient assessment:
  - a. Cardiopulmonary emergencies
  - b. Airway obstruction and resuscitation
  - c. CPR (skill demonstration)
3. Illness and specific injuries:
  - a. Severe bleeding, burns and shock
  - b. Musculoskeletal injuries; bandaging and splinting (skill demonstration)
  - c. Poisoning and medical emergencies
  - d. Spinal immobilization (skill demonstration)
4. Childbirth:
  - a. Problems in infants and children
  - b. Emergency childbirth
5. EMS operations:
  - a. EMS response; phases and equipment, MCI's
  - b. Incident command system
  - c. Simple triage and rapid treatment system
  - d. Environmental emergencies
6. American Heart Association Certification
  - a. American Heart Association Health Care Provider

### **BIOL 145: Intro to Anatomy and Physiology**

1. Chemical Basis of Life
  - a. Structure of Matter
  - b. Chemical Constituents of Cells
2. Cells
  - a. Organelles
  - b. Transport
3. Tissues - Characteristics and Examples of:
  - a. Epithelia

- b. Connective Tissue
- c. Muscle Tissue
- d. Nervous Tissue
- 4. Body Organization
  - a. Organ Systems
  - b. Cavities
  - c. Anatomical Position
  - d. Planes
  - e. Directional Terms
- 5. Embryonic Development
- 6. Integumentary System
  - a. Skin and Appendage Structure
  - b. Function
- 7. Muscular System
  - a. Contractile Mechanism
- 8. Nervous System
  - a. Nerve Impulse
  - b. Anatomy of Central Nervous System
  - c. Anatomy of Peripheral Nervous System
- 9. Digestive system
  - a. Organ Anatomy
  - b. Function
  - c. Basic Nutrition
- 10. Reproductive System
  - a. Gametogenesis
  - b. Female Anatomy
  - c. Hormonal Regulation
  - d. Male Anatomy
  - e. Male Physiology
- 11. Respiratory System
  - a. Organ Anatomy
  - b. Breathing Mechanisms
  - c. Gas Exchange
- 12. Cardiovascular System
  - a. Heart Anatomy
  - b. Heart Function
  - c. Vessels
  - d. Lymphatic System
- 13. Urinary System
  - a. Organ Anatomy
  - b. Urine Formation

14. Endocrine System
  - a. Hormones and Mechanisms
  - b. Major Endocrine Organs

#### Skills acquired

Students will be able to do the following:

**BUS 80: Medical Terminology and Anatomy**

1. Analyze, construct, pronounce, correctly spell, and utilize terms associated with each body system;
2. Recognize, define, and apply the principles of logical word structure to construct medical terms using the correct components including roots, combining forms, prefixes and suffixes;
3. Effectively utilize medical references including dictionaries, word books, and internet medical sites;
4. Locate and name organs and associated structures of specific body systems;
5. Define and identify the major functions of each body system;
6. Describe the pathophysiological process of common disorders related to the particular body systems;
7. Discuss medical jargon and commonly used abbreviations.

**BUS 82: Medical Insurance Billing and Coding**

1. Master medical insurance, billing, diagnostic, and medical procedural coding following industry guidelines.

**EME 100: Emergency Medical Responder**

1. Students will demonstrate proficiency by successfully passing the written and practical exam according to American Heart Association (AHA) standards.
2. Upon course completion, the student will be ready to enter the EMT program by demonstrating competency of first responder principles as listed in their text by passing a final exam with an 80% or better.

**BIOL 145: Intro to Anatomy and Physiology**

1. Explain the chemical and physical principles and properties common to all life forms;
2. Analyze the organization and integration of cells, tissues, organs and organ systems within the body;
3. Differentiate concepts of anatomy and physiology while being able to integrate the concepts of form and function;
4. Analyze foundational concepts of human structure and function;
5. Progress to advanced course work in the areas of anatomy and physiology; and
6. Explain and define basic terminology related to human anatomy and physiology.

Internship/work experience (if applicable)

None

Additional information

None

## Student assessment

- e. How will students be assessed in this career-related study? Please clearly indicate any elements of the assessment plan that are required by the accrediting body for this career-related study.

Students will be assessed using the following methods:

1. Class participation
2. Class work
3. Exams/tests
4. Projects
5. Skills tests
6. Homework
7. Demonstration

Who will assess students in this career related study?

- School |
- Partner entity |
- External assessment body |
- Other (*please describe*): |

Students complete online quizzes, assessment of technical skills (CPR, vitals), and take a final exam in class.

DP courses

- f. Which DP courses will be offered in connection with this career-related study?

IB Biology HL or SL

IB Sports, Exercise, and Health Science SL

IB Psychology SL

IB Mathematics SL

IB Math Studies SL

Language A: Literature HL

What was the school's reasoning for selecting the DP courses that will be made available to the students enrolled in this career-related study?

Both the Biology and Sports, Exercise, and Health Science courses offer the most direct connection of content to the content introduced in the career-related study focused on providing an introduction to the medical field. Students participating in this career-related study will have to complete one of these two options. Students could choose both of these courses to complete

For their second DP course students could choose to take either of our current math options, Mathematics SL or Math Studies SL, as math is instrumental in both the medical field, or further study of medicine at a higher level. Students may also choose IB Psychology, as it ties to a medical field of study, as well as can provide insight on human behaviour that can benefit anyone in the medical field. Finally, students have a choice of Language A: Literature HL. This course provides so much opportunity for students to build up their communication skills preparing them for either continued education at a higher level, or directly in a career field.