

The Center for Wellness and Medical Professions

at

The Boca Ciega High School

924 58th Street South; Gulfport, FL 33707; (727) 893-2780 ext. 2124

**C O U R S E S Y L L A B U S**

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| Course name | Electrocardiograph Technician |
| Course number | 8427100 |
| Course description | This is a year-long course designed to prepare students for employment as Electrocardiograph Technicians. Content includes, but is not limited to, a foundation in the cardiovascular system, safety measures for the individual, co-workers, and patients, as well as training in the appropriate theories and instruments used by an Electrocardiograph Technician. |
| Course standards | This course will cover the following Florida Department of Education standards for Career and Technical Education:  34.0 Describe the cardiovascular system  35.0 Identify legal and ethical responsibilities of an EKG technician  36.0 Demonstrate knowledge of, apply, and use medical instrumentation modalities  37.0 Perform patient care techniques in the health care facility  38.0 Recognize normal and abnormal monitoring and testing results  39.0 Describe cardiovascular drugs, their actions, use, and adverse effects  40.0 Demonstrate knowledge of other cardiovascular diagnostic modalities |
| Pre-requisites | Health Science Anatomy and Physiology (8417100)  Health Science Foundations (8417110) |
| Text | Electrocardiography for Healthcare Professionals, Fourth Edition  Booth, Kathryn A. and O’Brien, Thomas E. |
| Teacher | Mr. Michael A. Gauthier, RN, MS, PA-C (referred to as “Mr. G”)  [gauthierm@pcsb.org](mailto:gauthierm@pcsb.org)  727-893-2780 ext. 1407 (classroom) or 2366 (office)  Room 06-008 |
| School year | 2020-21 |

The CWMP student is held to a very high standard of performance. We are preparing future professionals. Professionals are held to a higher standard. The faculty is committed to the success of each of our students, however we are not willing to compromise the standards that make this program and its students so great. The following are the guidelines for reaching the above standards and for evaluating the students for this course.

**Classroom Code of Conduct:** In addition to the Pinellas County’s Code of Student Conduct**,** the following is Mr. G’s Code of Student Conduct:

1. RESPECT the teacher, your classmates, and the learning process.
   1. Come to class prepared with your binder, paper, and a writing instrument.
   2. Be in your seat and ready for learning when the final bell rings.
   3. Attempt to answer questions when they are posed to you or the class.
   4. Give your full effort in individual or group projects.
   5. Pay attention when others are speaking, including the teacher.
   6. Always ask permission to leave the classroom.
   7. Complete any assignments or homework as assigned.
   8. Keep cell phones out of sight AND powered down (district-wide policy).
2. RESPECT others’ belongings, including the teacher’s and the school’s
   1. All medical equipment (e.g. hospital beds, wheelchairs, etc.) should be used with great care and only with the permission of the teacher.
   2. Desks and skill stations should be left clean and neat when leaving the classroom.
3. RESPECT others’ privacy, including the teacher’s.
   1. Ask permission to approach Mr. G’s desk. Anything on his desk or his computer screen is considered confidential.

**Absences:**

* Students, both face-to-face (F2F) and MyPCS Online (MPO) are expected to be present for at least half of the class period, otherwise they will be considered absent. It is the responsibility of the the MPO students to assure that the instructor is aware of their time in the class.
* **Missed work:** It is the student’s responsibility to check the “What Did I Miss When I Was Absent?” binder in the classroom or the BCHS Lesson Plan site for any assignments/activities that the student might have missed. Students must complete the assignment(s) and return to Mr. G following PCS guidelines of handing in work in as many days as you were absent (for example: If you were absent 2 calendar days, your assignment must be turned in 2 calendar days after you return to school.). Assignments handed in after the allotted time will earn 50%. Work that has not been handed in will receive a score of zero.
* **Test/Quizzes:** If a student has an unexcused absence the day before a test or quiz, she/he will be expected to take it on the regularly scheduled day. If the student is absent on the day a test or quiz is given, it will be the student’s responsibility to approach the instructor to arrange an alternate time to take the test.

**Cell phones:**  Cell phones may be used in the classroom for classroom purposes after obtaining permission from Mr. G. If a student is found using a cell phone without permission, three points will be deducted from that day’s participation grade. If the student has more than 2 occurrences they will receive a referral to Mrs. Fabrizio.

Cell phones and smart watches must be placed in the Cell Phone Time Out pockets before any test or quiz and when students go to the rest room.

**Class participation:** A class participation grade will be given with each class. A total of 10 points are possible. Deductions will be made anytime a student is not participating in class or violating Mr. G’s Classroom Code of Student Conduct. Participation involves being engaged in the learning process: being prepared for class (completion of assigned work), following classroom code of conduct, listening, and contributing to classroom discussion. Examples of participation deductions include:

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| --- | --- |
| Behavior | Penalty |
| Unexcused absence | -5 |
| Excused absence | Excused\* |
| Late | -3 |
| Late, chronic | -4 |
| Cell phone | -3 |
| Dress code | -3 |
| Socializing during class | -3 |
| Sleeping | -3 |
| Not participating in small groups | -2-5 |
| Not taking notes | -2-5 |
| Unapproved computer use | -4 |
| Rest room excess time | -3 |
| Restroom use after 4/semester | -3 |

\*Students who have an excused absence will a \* in Focus indicating that day is excused only if upon return to class the student reports to Mr. G what she/he has done to keep up with classwork. Students **must** fill out an Attendance Clarification Form found on the Turn-In Tower in the classroom if their excuse note was handed in to the office after the date of their absence.

**Communication:** Students are encouraged to communicate with me about minor/non-urgent issues through email (gauthierm@pcsb.org). I will communicate important class information via "Announcements" in Canvas. Students should make sure that they have turned notifications on in Canvas for "Announcements".

My designated time for planning is during Periods 6 and 7. I will be available after school until at least 3:00 PM daily. Students may consult with the instructor to set up a time for extra help.

Parents/guardians are encouraged to contact me by phone (mobile 207.312.4317) or email (gauthierm@pcsb.org) about any questions or concerns they might have. Student success relies on good communication between students, parent/guardians, and their teachers. You can expect me to respond to any email within 24 hours (in most cases, much sooner than that). My goal is to contact parents with any issues or concerns I might have as well as any successes the student might have had.

**Computer/iPad use:** Computers in the computer lab and iPads are to be used for classroom project and research only. Students will lose 4 class participation points for unapproved use. Students must sign out the iPad when taking it from the iPad cart.

**School Binder:** Students are required to maintain an agenda book and a binder and to take notes during lectures using the focused note taking system. Students are expected to print the chapter’s focused notes before the beginning of that chapter. This will be considered a notebook grade. Students will have their notebooks checked and graded on a random, unannounced basis. A rubric used for grading will be given at the start of the year. At times, only specific aspects of the binder system will be checked. All binder checks will be 15% of your quarter/semester grades.

**Food/Drink:** Food and drinks are only allowed for a special circumstance and with my prior approval. Clear water bottles are allowed in class, however students are not allowed to leave the class to fill them. This should be done in between classes or from the sinks found in the classroom.

**Grading:** Each assignment, including quizzes and tests, is assigned a point value (not percentage). Points from 10 to 200 are assigned by Mr. G based on the importance of that assignment to the overall quarter objectives. At the end of a grading period, the point values are converted to an overall percentage. Letter grades are assigned as follows: A: 90-100; B: 80-89; C: 70-79; D: 60-69; and

F: 0-59. Any student who fails a test must retake the test until they earn a passing grade. Students must earn a passing grade on any exam in order to be allowed to continue in the course.

CWMP students are expected to earn a course grade of C or higher.

**Homework/Assignments:** Homework and assignments are due on the assigned due date unless you were absent (see Missing Work under Absences). Late work will be accepted for 50% credit. If the work is not handed in, the late work will be assigned a zero.

**Passes:** Passes will be issued for extenuating circumstances. They are issued at the discretion of the teacher. The student will be required to complete all of the information on the pass. The teacher will then sign the pass.

**Restroom breaks:** It is recommended that students use the restroom in between classes. When students are required to use the rest room during class:

* It must be during a transition period (between lecture and activity periods).
* The student must write the date on the line where their name is listed on the Rest Room Tally board.
* Students will only be allowed 4 rest room passes during each semester. When a student has used all of their rest room passes, they will lose three class participation points for each rest room break.
* Students must place their cell phone in the Cell Phone Time Out pouch before going to the rest room.
* If a restroom is not available, the student must return to class. Students should not be waiting in the hall for the restroom to become available.
* Restroom passes will not be allowed during the first and last 10 minutes of class.
* Excessive use of restroom will be addressed on an individual basis.

**Supplies:** All students are expected to have the following items each class period: school binder, binder paper, an agenda book, and a writing instrument.

If any families would like to donate items to the classroom, the following would be most appreciated: boxes of facial tissues, pens and pencils, and loose leaf binder paper. This is not required.

**COURSE OUTLINE:** The following is an outline of the course content.

Grading Period 1 Unit 1: Introduction to Electrocardiography and the EKG Technician

Unit 2: The Cardiovascular System

Unit 3: The Electrocardiograph

Grading Period 2 Unit 4: Performing an ECG

Unit 5: Rhythm Strip Interpretation and Sinus Rhythm

Unit 6: Atrial dysrhythmias

Grading Period 3 Unit 7: Junctional dysrhythmias

Unit 8: Heart Block Dysrhythmias

Unit 9: Ventricular Dysrhythmias

Unit 10: Pacemaker Rhythms and Bundle Branch Block

Unit 11: Exercise Electrocardiography

Grading Period 4 Unit 12: Ambulatory Monitoring

Unit 13: Clinical Presentation and Management of the Cardiac Patient

Unit 14: Basic 12-Lead ECG Interpretation

**Certified Electrocardiographic Technician (CET) Exam:** The goal of this course is that each student will sit for and pass the National Healthcareer Association’s certification examination. The examination is a 120-question computer-based examination from the National Healthcareer Association administered at BCHS. Before each student can qualify to take the examination, they must complete 10 EKG (12-lead) procedures on live subjects. It is the responsibility of each student to find appropriate subjects for this purpose. Because the subject will be required to be bare-chested, only male subjects are allowed unless a female proctor can be arranged.

**It is a CWMP requirement that each student SIT for the certification exam for them to be able to graduate with a medical diploma.** It is not required that students pass the exam. With that being said, **the CWMP program will not allow any students who are not prepared for the examination to sit for it**. That determination will be made based on student’s class performance/grade and performance on the study guide and associated practice tests.

**IMPORTANT**: As stated earlier, any student not being allowed to sit for the exam will not be allowed to graduate with a medical diploma and its associated privileges.

**CLINICAL EXPERIENCE:** Currently, the program does not have a clinical experience. The district continues its efforts to find a facility willing to take our students for EKG experience.

**FINAL NOTE:** I look forward to working with each of you during this school year. I have a lot to teach you, but you have a great deal you will teach me, as well. I hope to help you realize the goals that you have set for yourself for the coming year. Let’s get started!

Mr. G

Student and Parent Affirmation

By signing my name below, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, affirm that I have thoroughly read and understand the contents of the attached syllabus. My signature also implies that I agree to adhere to all of the guidelines and rules that are included in this course syllabus.

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Student signature Date

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Parent/Guardian printed name

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Parent/Guardian signature Date

Parent/Guardian Information:

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [\_]Home [\_]Mobile [\_]Work

Alt. Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [\_]Home [\_]Mobile [\_]Work

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* This form must be returned to class by 09/08/2019. \*\*\*

It will be a homework grade.