

MISSION TRAILS REGIONAL OCCUPATIONAL PROGRAM

1. **COURSE TITLE:** HEALTH OCCUPATIONS

2. **CBEDS TITLE:** PREPARING TO WORK IN HEALTH CARE
LEVEL 1
LEVEL 2

3. **CBEDS NUMBER:** 4226

4. **JOB TITLES:** Medical Assistant
Physical Therapy Aide

5. **COURSE DESCRIPTION:** After acquiring the competencies from the Health Occupations Course, the students acquire specific occupational skills in one or more entry-level job titles. The goal of this course is to prepare students for employment opportunities in areas of diagnostic, therapeutic and supportive health care services. The course has two components: Theory and Job Shadowing. This course is **required** by North Salinas High School's Health & Human Services Academy. This course is **strongly recommended** by Alisal High School's Health Academy.

6. **HOURS:** 180 – 360

7. **PREREQUISITES:** Good attendance
Speak and understand English at 11th grade level.

8. **REVISION DATE:** March 2007

9 COURSE OUTLINE:

a) CONTENT AREA SKILLS

i) EXPECTED STUDENT OUTCOMES

ii) HOURS OF INSTRUCTION

COURSE OUTLINE

CONTENT AREA SKILLS	EXPECTED STUDENT OUTCOMES	HOURS		
		CL	CC	CP
Instruction will include:	Student will be able to:			
1. History of Health Care	1. Understand the history of health care. -Match 11 vocabulary words to their correct meaning -Identify 9 scientists and explain their contribution to medicine -Write a paper explaining how health care technology has changed	2		
2. Health Care Agencies and Facilities	2. Understand Health Care Agencies and Facilities. -Define and identify 20 listed vocabulary words -Fill in an organizational chart -List and define the four major services in health care (see #6-9) -Identify departments in each major service	4		
3. Ethical Roles and Responsibilities of a Health Care Worker	3. Understand the Ethical roles and Responsibilities of a Health Care Worker. -Match 12 vocabulary words with their correct meaning -List the qualities of a health care worker. -Describe moral responsibilities -List five responsibilities of an employee	3	2	
4. Legal Roles and Responsibilities of a Health Care Worker	4. Understand the Legal Roles and Responsibilities of a Health Care Worker. -List and explain three controls on health care workers -Match ten legal terms with the correct meaning -Differentiate between policies and procedures -Define Confidentiality and Explain it's Importance in the Medical Field	5	2	
5. Career Search	5. Understand how to make a good Career choice. -Define interests, values, and abilities -List five work-related values -Research several health careers	6	10	
6. Therapeutic Services	6. Understand Therapeutic Services. -Define and explain Therapeutic Services	3		

	-List several career options			
7. Diagnostic Services	7. Understand Diagnostic Services. - Define and explain Diagnostic Services -List several career options	3		
8. Environmental & Equipment Services	8. Understand Environmental & Equipment Services. - Define and explain Environmental Services -List several career options	3		
9. General Services	9. Understand General Services. - Define and explain General Services -List several career options	3		
10. Abbreviations and Health Care Terminology	10. Understand Abbreviations and Terminology. - Recognize and match Commonly Used abbreviations - Define roots, prefixes and suffixes -Define the word elements listed -Match medical terms to their correct meaning -Divide medical terms into elements	20	10	
11. Computers, the 24-Hour Clock, and the Metric System	11. Understand Computers, the 24-Hour Clock, and the Metric System. - Identify and describe the function of three kinds of computers -Describe ethics and confidentiality re: computers -Match vocabulary words with their correct meanings - Identify time on a 24-Hour clock/Military Time -Describe 24-hour time verbally and in writing -Convert Greenwich time to 24-hour time - Describe the metric unit of measure -List four basic metric system rules -Identify metric measures of length and volume - Convert ounces to cubic centimeters/milliliters	5	12	

<p>12. Your Body and How It Functions</p>	<p>12. Understand your Body and How it Functions.</p> <ul style="list-style-type: none"> -Identify and explain the function of the cell -Describe the relationship of cells, tissues, organs and systems -Label a diagram of the body cavities -Skeletal System-label a diagram of major bones, select from a list the functions of bones, identify major disorders, label a diagram of four types of fractures -Muscular System-label a diagram of the muscular system, list three major functions, identify major disorders -Circulatory System-label a diagram of the heart and blood vessels, identify the major organs, describe the function, identify major disorders -Respiratory System- label a diagram, describe the flow of oxygen, match key terms to their meanings, identify major disorders -Digestive System-label a diagram including accessory organs, describe the function, identify major disorders -Urinary System-label a diagram, describe the function, identify major disorders -Glandular/Endocrine System-label a diagram, describe the function, identify major disorders -Nervous System-label diagrams of the eye and ear, match and select the function of various parts of the system, identify major disorders -Reproductive System-label diagrams of the male and female systems, describe the function, identify major disorders -Integumentary System-label a diagram of a cross section of skin, describe the five functions and three main layers of the skin, identify common disorders 	<p>25</p>	<p>10</p>	
<p>13. Basic Nutrition and Therapeutic Diets - How it Effects You and Your Patient</p>	<p>13. Understand Basic Nutrition and Therapeutic Diets.</p> <ul style="list-style-type: none"> -Explain the four functions of food -Identify the five basic nutrients and explain how they maintain body function -Describe the four food groups and identify some foods in each group -Describe three factors that influence food habits -Select a correct therapeutic diet for disorders 	<p>5</p>	<p>10</p>	
<p>14. Measuring Vital Signs-Temperature, Pulse, Respiration and Blood Pressure</p>	<p>14. Understand and demonstrate how to Measure Vital Signs-Temperature, Pulse, Respiration and Blood Pressure.</p> <ul style="list-style-type: none"> -Explain the four Vital Signs -Define Temperature and describe three methods -Demonstrate how to take an oral temperature -Define Pulse and Identify sites where a pulse 	<p>20</p>	<p>20</p>	

	<p>may be taken</p> <ul style="list-style-type: none"> -Demonstrate taking and recording a radial pulse -Define Respiration and describe the two phases -Demonstrate taking and recording respiration -Define Blood Pressure and describe Systolic and Diastolic phases -Demonstrate taking and recording a Blood Pressure 			
15. Controlling Infection	<p>15. Understand how to control infection.</p> <ul style="list-style-type: none"> -Define Microorganisms -Match related terms with their definitions -Describe two ways microorganisms are spread -Identify five ways to prevent the spread of microorganisms -Define Asepsis -Match related terms with their definitions -List five aseptic techniques -Describe Universal Precautions -Demonstrate correct hand-washing technique -Define Isolation and describe the difference between Regular and Protective isolation 	10	20	
16. Protecting Yourself and Others	<p>16. Understand the responsibility of protecting yourself and others.</p> <ul style="list-style-type: none"> -Define General Safety -Identify fourteen general safety rules -Explain Universal Precautions Guidelines -Define OSHA -Explain the agency's role in safe work environment -Define Patient Safety -Explain the use of ambulation and transportation devices, postural supports, and side rails -Define Fire Safety -Identify three elements required to start a fire -Describe four ways to prevent fires -List the steps to follow in case of fire -Define Body Mechanics -Identify six rules of correct body mechanics -Demonstrate correct lifting and moving of objects -Define First Aid -Describe mouth to mouth breathing and obstructed airway -Define Life-Threatening and Non-Life-Threatening Situations and list examples 	20	20	
17. Meeting Your Needs and the Needs of Others	<p>17. Understand the Importance of Meeting Your Needs, and the Needs of Others.</p> <ul style="list-style-type: none"> -Define Holistic Health -Describe three parts of Holistic Health -Identify Four Psychological and Physical 	15	40	

	<p>Needs</p> <ul style="list-style-type: none"> -Match six Defense Mechanisms with their correct description -Define Communication -Identify the Three Elements Necessary For Communication to Take Place -Explain the Difference between Verbal and Nonverbal Communication -Explain Three Barriers To Communication -List the Two Types of Patient Observation -Identify the Four Senses Used in Observation of Patients -Understand and Explain the Importance of Reporting and Charting -Identify General Guidelines for Charting -Review the Importance of Confidentiality 			
18. The Process of Change-Growth and Development	<p>18. Understand The Process of Growth and Development</p> <ul style="list-style-type: none"> -Identify Three Stages of Development between Conception and Birth -List Four Common Developments of Growth in the First Year of Life -List Three Characteristics of Adolescent Development -Define Health -Describe Birth Defects and Debilitating Illnesses and List Examples of Each -State the Goal of Rehabilitation -Define Adaptive Devices -Define ADL-Activities of Daily Living -List Three Examples -Describe the Importance of Independence -Explain Physical Changes of Aging and Role Changes -Match six Body Systems with Physical Changes That Occur During the Aging Process -Explain Basic Human Needs -Identify the Psychological Stages of Dying and Match Each Stage with its description -Explain the Philosophy of Hospice Care 	15	20	
19. Job Seeking Skills	<p>19. Understand and Identify the Skills Needed to Find a Job and to Keep a job</p> <ul style="list-style-type: none"> -List Four Places to Seek Employment Opportunities -List Six Items Required on a Resume -Identify Eight Items Generally Requested on a Job application -Review and Update Your Vocational Portfolio -Describe the Responsibilities of a Good Employer -Describe the Responsibilities of a Good Employee -List Five Do's and Don'ts of Job Interviewing 	10	4	

20. Becoming a Professional Leader	20. Understand the Importance of Professional Leadership. -List Three Main Benefits of being a Member of a Student Health Vocational Organization -Define HOSA and VICA -Identify three Benefits of Being a Member of a Professional Organization	3		
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9 COURSE OUTLINE:

b) CAREER PERFORMANCE STANDARDS

- i) EXPECTED STUDENT OUTCOMES
- ii) HOURS OF INSTRUCTION

COURSE OUTLINE

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>1. Personal Skills</p> <ul style="list-style-type: none"> ▪ Classroom policies & procedures ▪ Ethics <ul style="list-style-type: none"> → Work → Business ▪ Sexual harassment laws ▪ Personal skills, including positive attitude, self-confident, honesty, perseverance & self-discipline ▪ Professional appearance ▪ Time management ▪ Lifelong learning 	<p>1. Understand how personal skill development, including positive attitude, honesty, self-confidence, time management, & other positive traits affect employability.</p> <ul style="list-style-type: none"> ▪ Demonstrate and understand classroom policies & procedures ▪ Define work and business ethics & demonstrate the importance of ethical standards & social responsibilities in the business environment. ▪ Discuss the laws applicable to sexual harassment & discuss tactics for handling harassment situations. ▪ Demonstrate personal skills in class and/or business environment: <ul style="list-style-type: none"> → Positive attitude → Self-confidence → Honesty → Perseverance → Self-discipline ▪ Demonstrate and model personal hygiene and acceptable professional attire ▪ Prioritize tasks and meet deadlines ▪ Explain the importance of lifelong learning 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>2. Interpersonal Skills</p> <ul style="list-style-type: none"> ▪ Group dynamics ▪ Conflict resolution and negotiation ▪ Team work ▪ Etiquette across gender and cultural groups 	<p>2. Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation.</p> <ul style="list-style-type: none"> ▪ Identify and explain the key concepts of group dynamics ▪ Discuss and demonstrate the dynamics of conflict resolution and negotiation, and their importance within the business environment ▪ Demonstrate effective teamwork, share responsibilities, accept supervision and assume leadership roles ▪ Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups 	<p>Integrated in content area skills</p>
<p>3. Thinking and Problem-Solving Skills</p> <ul style="list-style-type: none"> ▪ Critical and creative thinking skills ▪ Logical reasoning and problem-solving skills ▪ Numerical estimation, measurement, and calculation ▪ Identify, locate, and organize needed information and propose, evaluate, and select alternative solutions 	<p>3. Understand the importance of critical thinking and problem-solving skills in the workplace.</p> <ul style="list-style-type: none"> ▪ Apply critical and creative thinking skills in a work environment and implement a plan of improvement as needed ▪ Demonstrate logical reasoning and problem solving skills in a work environment ▪ Apply numerical estimation, measurement and calculation skills to business applications including the following: <ul style="list-style-type: none"> → Whole number math → Decimals & fractions → Counting & monetary functions → Use of tables & graphs ▪ Recognize problem situations; identify, locate and organize needed information, and propose, evaluate and select from alternate solutions 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>4. Communication Skills</p> <ul style="list-style-type: none"> ▪ Written communications ▪ Verbal and Nonverbal communications ▪ Active and effective listening ▪ Proper etiquette in business communications ▪ Writing and editing skills ▪ Use of reference material and handbooks ▪ Oral presentations 	<p>4. Understand principles of effective communication.</p> <ul style="list-style-type: none"> ▪ Read and implement written instructions, technical manuals, written communication, and reference books ▪ Present a positive image of verbal and nonverbal communication through use of appropriate methods ▪ Demonstrate active and effective listening skills through verbal, nonverbal and written feedback ▪ Demonstrate proper etiquette in business communications, including an awareness of requisite for international communications (languages, customs, and time zones) ▪ Demonstrate the following writing and editing skills: <ul style="list-style-type: none"> → Use correct grammar, punctuation, capitalization, vocabulary and spelling → Write, proofread and edit → Select and use appropriate forms of communication ▪ Exhibit a proficiency in the use of reference materials such as dictionary, thesaurus, telephone directory, almanac, zip code directory, and office handbooks 	<p>Integrated in content area skills</p>
<p>5. Occupational Safety</p> <ul style="list-style-type: none"> ▪ Good safety practices 	<p>5. Understand occupational safety issues, including avoidance of physical hazards</p> <ul style="list-style-type: none"> ▪ Model and implement good safety practices including: <ul style="list-style-type: none"> → Avoidance and reporting of physical hazards in the work environment → Safe operation of equipment → Proper handling of hazardous materials 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>6. Employment Literacy</p> <ul style="list-style-type: none"> ▪ Expand awareness of career opportunities ▪ Set employment goals and objectives ▪ Aptitudes, personal characteristics and interests ▪ Develop portfolio to C-TAP standards ▪ Develop interviewing techniques 	<p>6. Understand career paths and strategies for obtaining employment.</p> <ul style="list-style-type: none"> ▪ Explore career opportunities and develop a career plan ▪ Identify steps for setting goals and writing personal goals and objectives ▪ Examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities ▪ Develop a portfolio to include the following: <ul style="list-style-type: none"> → Letter of Introduction → Cover letter → Resume → Thank you letter → Job application → Licenses, Certificates and Awards → Transcripts → Letters of Recommendation → Work Samples 	<p>Integrated in content area skills</p>
<p>7. Technology Literacy</p> <ul style="list-style-type: none"> ▪ Apply Industry specific technology ▪ Use Industry specific software ▪ Demonstrate Keyboarding ▪ Accessing information ▪ Lifelong enhancement of technology skills 	<p>7. Understand and adapt to changing technology.</p> <ul style="list-style-type: none"> ▪ Identify and demonstrate use of appropriate technology ▪ Identify and use industry specific software ▪ Demonstrate proficiency in alphanumeric keyboarding ▪ Input and retrieve information ▪ Understand the importance of lifelong learning in adapting to changing technology 	<p>Integrated in content area skills</p>

10. ADDITIONAL RECOMMENDED /OPTIONAL ITEMS

- a. ARTICULATION: Monterey Peninsula College, Medical Assistant 100. 1 Unit**

- b. VOCATIONAL CREDIT: Qualifies for Vocational Arts graduation requirement**

- c. ACADEMIC CREDIT: 10 high school credits per 180 hour semester**

- d. INSTRUCTIONAL STRATEGIES: patient demonstrations, lab, written assignments, written tests and quizzes.**

- e. INSTRUCTIONAL MATERIALS: Student textbook: Introduction to Health Occupations, by Badasch and Cheseboro, Brady/Prentice Hall 2004. References: Taber's Medical Dictionary-18th and 19th Editions, 2001, Diversified Health Occupations, by Louise Simmers, Delmar Publishers 1998.**

- f. CERTIFICATES: Students will receive a Mission Trails ROP course certificate listing their job skill proficiencies.**