

MISSION TRAILS REGIONAL OCCUPATIONAL PROGRAM

1. **COURSE TITLE:** MEDICAL ASSISTING
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.

6. **HOURS:** 180 – 360
7. **PREREQUISITES:** Good attendance
Speak and understand English at 11th grade level.
8. **REVISION DATE:** January, 2004

9 COURSE OUTLINE:

CONTENT AREA SKILLS	EXPECTED STUDENT OUTCOMES	HOURS		
		CL = Classroom	CC = Com Class	CP = Co-op Ed.
Instruction will include:	Student will be able to:	CL	CC	CP
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 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		
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	

<p>11. Computers, the 24-Hour Clock, and the Metric System</p>	<p>11. Understand Computers, the 24-Hour Clock, and the Metric System.</p> <ul style="list-style-type: none"> → 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 	25	10	
<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 	5	10	

<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. → 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 may be taken → 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</p>	<p>20</p>	<p>20</p>	
<p>15. Controlling Infection</p>	<p>15. Understand how to control infection. → 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 handwashing technique → Define Isolation and describe the difference between Regular and Protective isolation</p>	<p>10</p>	<p>20</p>	
<p>16. Protecting Yourself and Others</p>	<p>16. Understand the responsibility of protecting yourself and others. → 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</p>	<p>20</p>	<p>20</p>	

<p>17. Meeting Your Needs and the Needs of Others</p>	<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 Needs → 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 	15	40	
<p>18. The Process of Change-Growth and Development</p>	<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	
<p>19. Job Seeking Skills</p>	<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 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>
<p>CAREER PERFORMANCE STANDARDS</p>	<p>EXPECTED STUDENT OUTCOMES</p>	<p>HOURS</p>
<p>Instruction will include:</p>	<p>Student will be able to:</p>	

<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>
<p>CAREER PERFORMANCE STANDARDS</p>	<p>EXPECTED STUDENT OUTCOMES</p>	<p>HOURS</p>

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:

b. VOCATIONAL CREDIT:

c. ACADEMIC CREDIT:

d. INSTRUCTIONAL STRATEGIES:

e. INSTRUCTIONAL MATERIALS:

f. CERTIFICATES: