**Course Description:**

This first course in the career field provides students an overview of the opportunities available in the healthcare industry. Students will learn fundamental skills in effective and safe patient care that can be applied across a person’s lifespan. They will also be introduced to exercise science and sports medicine, the field of biomedical research and the importance of managing health information.

**Strand 1. Business Operations/21st Century Skills**

Learners apply principles of economics, business management, marketing and employability in an entrepreneur, manager and employee role to the leadership, planning, developing and analyzing of business enterprises related to the career field.

**Outcome 1.1. Employability Skills**

Develop career awareness and employability skills (e.g., face‐to‐face, online) needed for gaining and maintaining employment in diverse business settings.

**Competencies**

1.1.1. Identify the knowledge, skills and abilities necessary to succeed in careers.

1.1.2. Identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience.

1.1.3. Develop a career plan that reflects career interests, pathways and secondary and postsecondary options.

1.1.4. Describe the role and function of professional organizations, industry associations and organized labor and use networking techniques to develop and maintain professional relationships.

1.1.5. Develop strategies for self‐promotion in the hiring process (e.g., filling out job applications, resumé writing, interviewing skills, portfolio development).

1.1.6. Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.

1.1.7. Apply problem‐solving and critical‐thinking skills to work‐related issues when making decisions and formulating solutions.

1.1.8. Identify the correlation between emotions, behavior and appearance and manage those to establish and maintain professionalism.

1.1.9. Give and receive constructive feedback to improve work habits.

1.1.10. Adapt personal coping skills to adjust to taxing workplace demands.

1.1.11. Recognize different cultural beliefs and practices in the workplace and demonstrate respect for them.

1.1.12. Identify healthy lifestyles that reduce the risk of chronic disease, unsafe habits and abusive behavior.

**Outcome 1.2. Leadership and Communications**

Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.

**Competencies**

1.2.3. Identify and use verbal, nonverbal and active listening skills to communicate effectively.

1.2.4. Use negotiation and conflict‐resolution skills to reach solutions.

1.2.5. Communicate information for an intended audience and purpose.

1.2.6. Use proper grammar and expression in all aspects of communication.

1.2.9. Identify advantages and disadvantages involving digital and/or electronic communications.

1.2.10. Use interpersonal skills to provide group leadership, promote collaboration and work in a team.

1.2.11. Write professional correspondence, documents, job applications and résumés.

1.2.12. Use technical writing skills to complete forms and create reports.

1.2.13. Identify stakeholders and solicit their opinions.

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| **Pathways** | X | Health Information Management | x | Medical Bioscience | X | Allied Health and Nursing | X | Exercise Science and Sports Medicine |

**Outcome 1.3. Business Ethics and Law**

Analyze how professional, ethical and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.

**Competencies**

1.3.1. Analyze how regulatory compliance affects business operations and organizational performance.

1.3.2. Follow protocols and practices necessary to maintain a clean, safe and healthy work environment.

1.3.3. Use ethical character traits consistent with workplace standards (e.g., honesty, personal integrity, compassion, justice).

1.3.7. Identify the labor and practice laws that affect employment and the consequences of noncompliance for both employee and employer (e.g., harassment, labor, employment, employment interview, testing, minor labor laws, Americans with Disabilities Act, Fair Labor Standards Acts, Equal Employment Opportunity Commission [EEOC], human trafficking) and interpret personal safety rights according to the employee Right‐to‐Know Plan.

1.3.8. Verify compliance with computer and intellectual property laws and regulations.

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**Outcome 1.4. Knowledge Management and Information Technology**

Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.

**Competencies**

1.4.3. Verify compliance with security rules, regulations and codes (e.g., property, privacy, access, accuracy issues, client and patient record confidentiality) pertaining to technology specific to the industry pathway.

1.4.7. Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).

1.4.8. Use electronic media to communicate and follow network etiquette guidelines.

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**Outcome 1.5. Global Environment**

Evaluate how beliefs, values, attitudes and behaviors influence organizational strategies and goals.

**Competencies**

1.5.1. Describe how cultural understanding, cultural intelligence skills and continual awareness are interdependent.

1.5.2. Describe how cultural intelligence skills influence the overall success and survival of an organization.

1.5.3. Use cultural intelligence to interact with individuals from diverse cultural settings.

1.5.4. Recognize barriers in cross‐cultural relationships and implement behavioral adjustments.

1.5.5. Recognize the ways in which bias and discrimination may influence productivity and profitability.

1.5.6. Analyze work tasks for understanding and interpretation from a different cultural perspective.

1.5.7. Use intercultural communication skills to exchange ideas and create meaning.

1.5.8. Identify how multicultural teaming and globalization can foster development of new and improved products and services and recognition of new opportunities.

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**Outcome 1.6. Business Literacy**

Develop foundational skills and knowledge in entrepreneurship, financial literacy and business operations.

**Competencies**

1.6.5. Describe organizational structure, chain of command, the roles and responsibilities of the organizational departments and interdepartmental interactions (e.g., following physician’s orders).

1.6.9. Explain how the performance of an employee, a department and an organization is assessed.

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**Strand 2. Human Body System**

Learners will discuss the various forms, functions and pathophysiology associated with body systems and alterations related to the normal aging process, obtain a health history, perform an evaluation of body systems and document using medical terminology.

**Outcome 2.1. Human Body Form, Function and Pathophysiology**

Discuss the various human body systems, alterations related to the normal aging process and possible dysfunctions.

**Competencies**

2.1.14. Describe the difference between pathology and physiology and the conditions typically observed during a disease state.

2.1.15. Explain the pathophysiology changes associated with or resulting from disease or injury.

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**Outcome 2.2. Evaluate Body Systems**

Use interviewing techniques, observation, auscultation, palpation and percussion to perform a systematic head‐to‐toe evaluation of the body systems and document using medical terminology.

**Competencies**

2.2.1. Provide privacy and demonstrate cultural sensitivity.

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**Outcome 2.3. Medical Terminology**

Decipher medical terms through word origin and structure with an emphasis on derivation, meaning, pronunciation and spelling.

**Competencies**

2.3.3 Use diagnostic, symptomatic, and procedural terms to read and interpret various medical reports.

2.3.4. Use the appropriate abbreviations and symbols to identify anatomical, physiological and pathological classifications and the associated medical specialties and procedures.

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**Strand 3. Therapeutic Interventions**

Learners will administer or assist with environmental, health promotion, pharmacological, emergency, nutritional, exercise and rehabilitative and dental and surgical interventions and/or procedures to improve the individuals’ outcome and quality of life across the life span within their scope of practice, evaluate outcomes and ensure individual’s rights.

**Outcome 3.1. Environmental Interventions**

Create and maintain a safe, sterile, efficient, age‐appropriate care environment.

**Competencies**

3.1.1. Use standard precaution guidelines, recommended by the Centers for Disease Control and Prevention, for reducing the risk of transmission of blood‐borne and other pathogens.

3.1.3. Describe confidentiality guidelines in the Health Insurance Portability and Accountability Act (HIPAA).

3.1.6. Identify and remove environmental and electrical hazards to decrease the risk of falls, injury, or ingestion of dangerous materials (e.g., clutter, equipment, throw rugs, spills, plants, hazardous chemicals).

3.1.7. Demonstrate chemical and electrical safety and their application to the work environment.

3.1.8. Determine the risk of burns resulting from equipment, liquids, chemicals and fire.

3.1.9. Describe and follow the precautions used in oxygen therapy and pressurized gases.

3.1.10. Clean, store, or dispose of supplies, specimens and laboratory glassware following protocol and standard precautions.

3.1.12. Implement disaster preparedness response to fire, tornado, emergency evacuation, hazardous material spill, infant/child abduction, bomb threat, violent person, active shooter, missing adult and loss of power.

3.1.13. Identify risk factors of exposure to hazardous materials (i.e., chemical, radiologic, microbial) and provide safety precautions.

3.1.20. Perform the safe operation, packing and cleaning of equipment.

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**Outcome 3.2. Health Promotion Interventions**

Identify and communicate health promotion and wellness to individuals, families and communities.

**Competencies**

3.2.1. Describe the national and state health agenda for wellness.

3.2.5. Share information to promote, maintain and restore.

3.2.6. Communicate the importance of age‐appropriate healthy eating, exercise and preventative medicine.

3.2.7. Communicate the medical benefits and risks associated with immunizations across the life span.

3.2.8. Identify the components of wellness and communicate the relationship between physical fitness, physical performance, injury prevention and nutritional intake.

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**Outcome 3.3. Pharmaceutical Interventions.**

Prepare, administer, store and document medications, reactions and outcomes according to laws, regulations and authorized health care provider orders and protocols.

**Competencies**

3.3.1. Identify and define terms related to drugs, pharmacology and medicines.

3.3.2. Identify drug classifications.

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**Outcome 3.5. Nutritional Interventions.**

Identify nutritional needs and communicate information to the individual and family member.

**Competencies**

3.5.1. Describe the role and effects of carbohydrates, proteins, fats, electrolytes, minerals, vitamins and water in different body systems and life processes.

3.5.5. Provide diet and hydration guidelines to maintain optimal health.

3.5.7. Describe types of allergic reactions to foods and food intolerances.

3.5.8. Describe regional, cultural and religious food preferences.

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**Outcome 3.7. Dental Interventions**

Assist in the application of dental and oral interventions and document with dental terminology and symbols.

**Competencies**

3.7.1. Explain the relationship between oral health and nutritional factors related to dentistry.

3.7.2. Summarize the uses and effects of tobacco, caffeine, alcohol, marijuana, cocaine and methamphetamines on the oral cavity and teeth.

3.7.3. Compare and contrast various specialties in dentistry (e.g., endodontic, periodontal, oral surgery, orthodontics, prosthodontics).

3.7.12. Compare and contrast common procedures and equipment used in pediatric and adult dentistry.

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**Strand 4. Assistive Care**

Learners will demonstrate the skills and knowledge to provide personal assistive care for the activities of daily living to a variety of individuals across the life span within their scope of practice.

**Outcome 4.1. Scope of Practice**

Demonstrate the roles and responsibilities of assistive personnel and identify the medical specialists who treat disorders of each body system.

**Competencies**

4.1.1. Describe the guidelines of the governing body concerning abuse, mistreatment, neglect and misappropriation of an individual’s property.

4.1.4. Describe the primary purpose of healthcare settings (e.g., long‐term care facility [LTCF], acute care, home health).

4.1.5. Identify the medical specialists who treat disorders of each body system.

4.1.6. Identify body planes, directions, cavities, quadrants and regions.

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**Outcome 4.2. Therapeutic Communication and Interpersonal Skills**

Demonstrate communication techniques and behaviors when communicating with individuals and interacting with individuals with impairments and document.

**Competencies**

4.2.1. Describe non‐verbal communication, including gestures, posture, touch, facial expressions, eye contact, body movements, avoidance and appearance.

4.2.3. Describe the importance of empathy in interpersonal relationships and the need for kindness, patience and listening.

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**Outcome 4.3. Microorganisms, Infection Control and Infection**

Use basic principles of infection control to prevent the growth and spread of pathogenic microorganisms and infection.

**Competencies**

4.3.1. Describe the chain of infection (e.g., host, vectors, portal of entry).

4.3.2. Describe mechanisms for the spread of infection, including airborne, vector‐borne, common

vehicle, droplet and contact.

4.3.3. Describe methods of controlling or eliminating microorganisms and the importance of

practices that hinder the spread of infection (e.g., hand washing, disinfecting care areas).

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**Outcome 4.8. End‐of‐Life Care**

Provide physical, emotional and spiritual support to individuals and families at end‐of‐life.

**Competencies**

4.8.1. Describe variations in advanced directives and responsibilities of healthcare providers.

4.8.2. Identify stages of reaction to death and dying (e.g., denial, anger, bargaining, depression, acceptance).

4.8.3. Describe the goal of palliative care and hospice.

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**Strand 5. Bioscience Research and Development**

Learners will demonstrate the skills and knowledge of interpreting laboratory requests, using protective clothing and hazardous material containment, specimen collection procedures, a variety of laboratory testing and techniques and maintenance of laboratory equipment and supplies.

**Outcome 5.9. Clinical Laboratory Techniques and Procedures**

Perform and interpret clinical laboratory techniques and procedures.

**Competencies**

5.9.3. Differentiate between aseptic and sterile procedures when collecting specimens and maintain bio‐hazardous materials procedures (e.g., urine, feces, sputum, blood).

5.9.10. Identify complications of venipuncture (e.g., patient fainting, short draw, inadequate inversion, hemolysis, lack of blood flow, hematoma, petechia, nerve injury, mastectomy issues).

5.9.14. Identify major routine tests performed in clinical lab sections (e.g., blood bank, chemistry, hematology, serology, microbiology, urinalysis).

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**Strand 6. Health Information Management**

Learners will demonstrate basic computer literacy, health information literacy and skills, confidentially and privacy of health records, information security and basic skills in the use of electronic health records.

**Outcome 6.1. Health Information Literacy**

Apply principles of systems operations used to capture, retrieve and maintain information from internal and external sources.

**Competencies**

6.1.1. Define health information management (HIM) and differentiate among data, information and competency.

6.1.3. Describe the architecture and data standards of health information systems.

6.1.4. Describe the principles of structure, design and use of health information (e.g., individual, comparative, reports, trended data).

6.1.8. Describe health record documentation requirements of external agencies and organizations.(e.g., those specified by accrediting bodies, regulatory bodies, professional review organizations, licensure, reimbursement, discipline‐specific “good practice”).

6.1.9. Describe typical internal organizational health record documentation requirements, policies and procedures.

6.1.10. Explain how to apply policies and procedures to ensure organizational compliance with regulations and standards, including Medicare and Medicaid.

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**Outcome 6.2. Confidentiality, Privacy and Security**

Apply the fundamentals of confidentiality, privacy and security to communicate health/medical information accurately and within legal/regulatory bounds across the organization and between organizations.

**Competencies**

6.2.1. Identify components of the court systems and distinguish between public and private law, civil and criminal law and tort, contract actions and the trial process.

6.2.2. Differentiate between types of evidence used in healthcare litigation, process of discovery and the permissible use of evidence in litigation, recognizing the elements of negligence and medical malpractice.

6.2.3. Explain and interpret regulatory requirements, standards of practice, legal responsibility, limitations and implications of actions and describe the appropriate avenues for reporting incidences of malpractice or negligence.

6.2.8. Describe the possible consequences of inappropriate use of health data in terms of disciplinary action.

6.2.11. Compare and contrast the relevance of federal, state and private sector initiatives related to the privacy, security and confidentiality of health information technology.

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