

# Preparing for Health Care

## COURSE OUTLINE

1. **Course Title:** Introduction to Health Care

2. **CBEDS Title:** Introduction to Health Care

3. **CBEDS Number:** 4225

4. **Job Titles:**

Clinical Laboratory Scientist	Medical Records & Health Information Technician
Medical Assistant	Assistant Clinical Laboratory Scientist
Medical Transcriptionist	Emergency Medical Technician
Ophthalmic Laboratory Technician	

5. **Course Description:** This class provides a basic foundation in anatomy and physiology; in addition, students learn a common set of skills necessary to all health care employees. Job shadow opportunities will be available in local medical facilities in the following areas: Business Office, X-Ray Laboratory, Medical-Surgical, Physical Therapy, Occupational Therapy, and Emergency Room. Students must provide evidence of recent TB screening, a second MMR vaccine and the series of three Hepatitis B vaccines. A dress code is required and students must be able to provide their own transportation to and from job shadowing sites. The classroom will be a training site for future employees. This course will involve classroom, laboratory and work site learning experiences.

Student Outcomes and Objectives - Students will:

1. Understand the concepts of confidentiality, morality and ethical/legal issues in medicine.
2. Utilize communication skills to provide basic education to a specific patient population.
3. Identify and explain human needs and the application of those needs in the medical environment.
4. Communicate with patients and staff on a professional level.
5. Recognize and use appropriate medical terminology.
6. Identify Body Systems and their functions.
7. Describe the various growth and development stages.
8. Perform CPR and First Aid on an as needed basis.
9. Perform specific job skills necessary for careers in the health care field.
10. Measure and record vital signs such as blood pressure, temperature, pulse and respiration.
11. Perform medical aseptic procedures.
12. Maintain an environment that reduces the risk to patients and staff and reduces the transmission of disease.
13. Maintain proper body alignment to avoid self and patient injury.
14. Identify and explain aspects of a health care facility and related job practices.

### Pathway

Recommended Sequence	Courses
Introductory	Introduction to Health Care
Skill Building	Advanced Medical Careers
Advanced Skill	Health Careers Coop

6. **Hours:** *Students receive up to 108 hours of classroom instruction and up to 72 hours of work-based learning at community classroom/cooperative vocational education sites.*

7. **Prerequisites:** None

8. **Date (of creation/revision):** July 2010

## 9. Course Outline

### COURSE OUTLINE

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

Instructional Units and Competencies	Course Hours	Industry Standards	CA Academic Content Standards	CAHSEE
<p>I. CAREER PREPARATION STANDARDS</p> <p>A. Understand how personal skill development (including positive attitude, honesty, self-confidence, work ethic, time management, and other positive traits) affects employability.</p> <ol style="list-style-type: none"> <li>1. Demonstrate an understanding of classroom policies and procedures.</li> <li>2. Define workplace ethics and explain the importance of ethical standards and confidentiality in the business environment.</li> <li>3. Discuss importance of the following personal skills in the work environment:               <ol style="list-style-type: none"> <li>a. positive attitude</li> <li>b. self-confidence</li> <li>c. honesty</li> <li>d. perseverance</li> <li>e. self-discipline</li> </ol> </li> <li>4. Define personal hygiene and identify acceptable workplace attire.</li> <li>5. Prioritize tasks and meet deadlines.</li> <li>6. Discuss the importance of lifelong learning.</li> </ol> <p>B. Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation.</p> <ol style="list-style-type: none"> <li>1. Identify and discuss the key concepts of group dynamics.</li> <li>2. Identify strategies for solving conflict in the workplace.               <ol style="list-style-type: none"> <li>a. setting limits that build mutual respect</li> <li>b. using key words and phrases that establish a spirit of cooperation</li> <li>c. building win/win relationships</li> <li>d. avoiding manipulation, stereotyping, harassment, and intimidation</li> <li>e. resolving conflicting job assignments</li> </ol> </li> <li>3. Discuss negotiation and its importance within the business environment.</li> <li>4. Work cooperatively, share responsibilities, accept supervision, and assume leadership roles.</li> <li>5. Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups.</li> <li>6. Understand and demonstrate methods for promoting health wellness.</li> </ol> <p>C. Understand the importance of good academic skills, critical thinking and problem-solving skills in the workplace.</p> <ol style="list-style-type: none"> <li>1. Recognize the importance of good reading, writing, math and computer skills in the work environment and implement a plan for self-improvement as needed.</li> <li>2. Read, write, and give directions.</li> <li>3. Exhibit critical and creative thinking skills.</li> <li>4. Recognize problem situations; identify, locate and organize needed information or data; and propose, evaluate, and select from alternative solutions.</li> <li>5. Use appropriate reference materials.</li> </ol>	<p>9</p> <p>Additional hours are integrated throughout the course.</p>	<p>Health Science &amp; Medical Technology Industry Sector</p> <p>2.1, 2.3, 2.7, 3.0, 3.3, 3.5, 4.0, 4.1, 5.0, 6.3, 6.4, 7.0, 7.7, 8.0, 8.2, 8.3</p>	<p><u>Language Arts</u></p> <p>(8)</p> <p>R 1.3, 2.6</p> <p>W1.3, 2.5.</p> <p>LC 1.4,1.5, 1.6</p> <p>LS1.2, 1.3, 1.7 (9/10)</p> <p>R2.1,2.3,2.6</p> <p>W2.5</p> <p>LC1.4</p> <p>LS 1.1, 2.3 (11/12)</p> <p>R2.3</p> <p>W2.5</p> <p>LC1.2</p> <p><u>Math</u></p> <p>(7) NS1.2, 1.3</p> <p>1.7</p> <p>MR 1.1,1.3,2.1</p> <p>2.7,2.8, 3.1</p>	<p><b>Lang. Arts</b></p> <p><b>R 8.2.1</b></p> <p><b>(9/10)</b></p> <p><b>R 2.1, 2.3</b></p> <p><b>W2.5</b></p> <p><b>Math</b></p> <p><b>(7)</b></p> <p><b>NS 1.2, 1.3, 1.7</b></p> <p><b>MR 1.1, 2.1, 3.1</b></p>

Instructional Units and Competencies	Hours	Industry Standards.	CA Academic Standards	CAHSEE
<p>I. CAREER PREPARATION STANDARDS (Cont.)</p> <p>D. Understand principles of effective communication.</p> <ol style="list-style-type: none"> <li>1. Read and implement written instructions, technical manuals, written communication, and reference books.</li> <li>2. Present a positive image through verbal and nonverbal communication through use of appropriate methods.</li> <li>3. Demonstrate active listening through oral and written feedback.</li> <li>4. Demonstrate proper etiquette in workplace communications.</li> <li>5. Demonstrate writing/editing skills as follows: <ol style="list-style-type: none"> <li>a. Write, proofread, and edit workplace documents.</li> <li>b. Use correct grammar, punctuation, capitalization, vocabulary, and spelling.</li> <li>c. Select and use appropriate forms of technology for communication.</li> </ol> </li> <li>6. Exhibit a proficiency in the use of commonly used reference books.</li> </ol> <p>E. Understand occupational safety issues, including avoidance of physical hazards.</p> <ol style="list-style-type: none"> <li>1. Discuss and implement good safety practices, including: <ol style="list-style-type: none"> <li>a. avoidance and reporting of physical hazards in the work environment</li> <li>b. safe operation of equipment</li> <li>c. proper handling of hazardous materials</li> <li>d. the importance and use of standard precautions and infection control, as appropriate</li> <li>e. the principles of body mechanics and ergonomics in providing patient care</li> </ol> </li> <li>2. Apply sound ergonomic principles in organizing one's work space.</li> </ol> <p>F. Understand career paths and strategies for obtaining employment.</p> <ol style="list-style-type: none"> <li>1. Identify career opportunities, projected trends, and required education, training, and experience.</li> <li>2. Define scope of practice.</li> <li>3. Explain the role of professional organizations, such as the Health Occupations Students of America, and their benefits.</li> <li>4. Explain industry certifications and the employment benefits associated with attaining certification.</li> <li>5. Identify further recommended training.</li> <li>7. Identify related career pathways and their requirements.</li> <li>8. Develop job acquisition documents, including the following: <ol style="list-style-type: none"> <li>a. job application</li> <li>b. resume</li> <li>c. appropriate cover and follow-up correspondence</li> <li>d. portfolio</li> </ol> </li> <li>9. Identify and demonstrate effective interviewing techniques.</li> </ol> <p>G. Understand and adapt to changing technology.</p> <ol style="list-style-type: none"> <li>1. Identify and demonstrate use of computer hardware and peripherals.</li> <li>2. Identify common computer software used in the health services industry.</li> <li>3. Understand the importance of lifelong learning in adapting to changing technology.</li> </ol>				

Instructional Units and Competencies	Hours	Industry Standards.	CA Academic Standards	CAHSEE
I History of Health Care A. Early Beginnings B. New Age of the 19 <sup>th</sup> and 20th Centuries C. Advancement of Health Care Careers D. Careers in Mental Health	5	Health Science & Medical Technology Industry Sector Foundation Standards 1.3 History & Social Science (11.8.1)		(10) WA 1.1, 1.2 (8) R2.1, 2.4, 2.7 (8)R 2.1, 2.7 (10WS) 1.2, 1.4, 1.9
II. Ethical Roles and Responsibilities of a Health Care Worker A. Qualities B. Moral Ethics C. Responsibilities/Team Concept D. HIPPA Regulations E. Complete an Employee Orientation with a local Health Care facility.	5	Foundation Standards Ethics & Legal Responsibility 8.0, 8.1		
III. Medical Terminology/Communications Skills A. Charting a. Documentation b. Charting Conventions (Time, Date & Initials) c. Why do you chart? B. Abbreviations (List of unusable abbreviations) C. Interpersonal Skills	10	Foundation Standards Listening & Speaking 2.5  Diagnostics Svc. Pathway B1.2, B2.4	ELA 11-12; R; 1.1-1.3, 2.1-2.6 W; 1.1-1.5, 1.6, 1.8, 1.9, 2.1-2.6	
IV. Vital Signs stressing accuracy A. Blood Pressure B. Temperature C. Pulse D. Respiration E. Pain Scale F. Pulse Oximetry	13	Health Information Pathway C5.1	M. 8-12; Geom.; 22.0	
V. Introduction to the Structure and Function of the Body A. Structural Levels of Organization B. Terminology C. Planes of the body D. Anatomical Positions	10			
VI. Cells and Tissues A. Cells B. Tissues	7		S. 9-12; Bio&Life; 1a-d	
VII. Organ Systems of the Body A. Organ Systems B. Organ Replacement	5		S. 9-12; Bio&Life; 9a-i	
VIII. Mechanism of Disease A. Study of Disease B. Path physiology C. Tumors and Cancer	5		S. 9-12; Bio&Life; 10a-f	

Instructional Units and Competencies	Hours	Industry Standards.	CA Academic Standards	CAHSEE
IX. Growth and Development A. Prenatal Period B. Birth of Parturition C. Disorders of Pregnancy D. Postnatal Period E. Effects of Aging	7			
X. Infection Control A. Nature of Microorganisms B. Medical Asepsis C. Isolation Technique D. Universal Body Precautions	10	Foundation Standards Health & Safety 6.3, 6.5  Support Svc. Pathway D2.0, 2.1	S. 9-12; Bio&Life; 10d	
XI. Protecting Yourself and Others A. General Safety B. Patient Safety C. Fire Safety D. Proper Body Mechanics	5	Foundation Standards Health & Safety 6.1, 6.4		
XII. First Aid A. General Principles B. Good Samaritan C. Life-Threatening Situations D. CPR	13	Foundation Standards Technical Knowledge & Skills 10.6	ELA 9-10; R; 2.6	
XIII. Meeting Your Needs and the Needs of Others A. Understanding Human Needs B. Communication Skills C. Charting	5	Therapeutic Services Pathway E1.2	ELA 8; LS; 1.2, 1.3	

10. Additional recommended/optional items

- a. Articulation: None
- b. Academic credit: None
- c. Instructional strategies:
  - Methods of Instruction:
    - a. Lecture
    - b. Audio Visual Materials
    - c. Research Readings and Written Presentations
    - d. Homework Assignments
    - e. Group & Individual Activities
    - f. Quizzes, Tests & Final Exam
    - g. Guest Speakers
    - h. Clinical Field Trips
    - i. Internet Exploration
    - j. Job Shadowing
- d. Instructional materials: Text: Introduction to Health Occupations; Prentice Hall Health, 2000
- e. Certificates: First Aid & CPR