

**Health Careers
Cooperative Vocational Education**

COURSE OUTLINE

- 1. Course Title: Health Career Coop**
- 2. CBEDS Title: Other health careers course**
- 3. CBEDS Number: 4298**

4. Job Titles:

Assistant Clinical Laboratory Technician
Emergency Medical Technician
Medical Assistant
Medical Records & Health Information Technician
Medical Transcriptionist
Ophthalmic Laboratory Technician
Physical Therapy Assistant
Sports trainer
Nursing Assistant

5. Course Description:

The Cooperative Vocational Education (CVE) course provides students a combination of the related classroom instruction and paid or unpaid instruction in a business/industry setting. The importance of on-the-job training as a highly effective remains of developing solid job skills has long been recognized. Students participate in CVE internships that take place at business/industry sites while they receive related instruction at school. The purpose of this course is to expand occupational training opportunities by utilizing existing sites and facilities other than those of the traditional classroom. Each student's vocational preparation is therefore, jointly planned and supervised with the educator and the business. This shared responsibility is facilitated through a written Individualized Training Plan (ITP). The ITP ensures that each intern experiences a progression of learning activities at the training sites.

6. Objectives:

Upon completion of this course, the students will be able to:

- A. Recognize and apply appropriate security and safety measures to create a safe work environment.
- B. Demonstrate proper understanding of patients' rights and confidentiality.
- C. Demonstrate leadership and employability skills through effective written and oral communication; commitment to quality; interpersonal skills; work habits and attitudes; attendance and punctuality, professionalism and business ethics.
- D. Conduct a job search through career research creating a resume and cover letter, completing a job application and participating in mock interviews.
- E. Recognize and act appropriately in response to different personality styles, body language, generational and cultural differences.
- F. Demonstrate competency in preparing medical documents and forms.
- G. Describe interpersonal skills needed to develop effective customer relationships and overall impact on medical service.
- H. Develop individual personal success tools
- I. Demonstrate appropriate patient care techniques.

Pathway

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

6. Hours: *Students receive up to 76 hours of classroom instruction and up to 360 hours of work-based learning at community classroom/cooperative vocational education sites.*

7. Prerequisites: Advanced Medical Careers

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

9. Course Outline

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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"> 1. Demonstrate an understanding of classroom policies and procedures. 2. Define workplace ethics and explain the importance of ethical standards and confidentiality in the business environment. 3. Discuss importance of the following personal skills in the work environment: <ol style="list-style-type: none"> a. positive attitude b. self-confidence c. honesty d. perseverance e. self-discipline 4. Define personal hygiene and identify acceptable workplace attire. 5. Prioritize tasks and meet deadlines. 6. Discuss the importance of lifelong learning. <p>B. Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation.</p> <ol style="list-style-type: none"> 1. Identify and discuss the key concepts of group dynamics. 2. Identify strategies for solving conflict in the workplace. <ol style="list-style-type: none"> a. setting limits that build mutual respect b. using key words and phrases that establish a spirit of cooperation c. building win/win relationships d. avoiding manipulation, stereotyping, harassment, and intimidation e. resolving conflicting job assignments 3. Discuss negotiation and its importance within the business environment. 4. Work cooperatively, share responsibilities, accept supervision, and assume leadership roles. 5. Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups. 6. Understand and demonstrate methods for promoting health wellness. <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"> 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. 2. Read, write, and give directions. 3. Exhibit critical and creative thinking skills. 4. Recognize problem situations; identify, locate and organize needed information or data; and propose, evaluate, and select from alternative solutions. 5. Use appropriate reference materials. 	<p>16</p> <p>Additional hours are integrated throughout the course.</p>	<p>Health Science & 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</u></p> <p><u>Arts</u> (8)</p> <p>R 1.3, 2.6 W1.3, 2.5. LC 1.4,1.5, 1.6 LS1.2, 1.3, 1.7 (9/10) R2.1,2.3,2.6 W2.5 LC1.4 LS 1.1, 2.3 (11/12) R2.3 W2.5 LC1.2 <u>Math</u> (7) NS1.2, 1.3 1.7 MR 1.1,1.3,2.1 2.7,2.8, 3.1</p>	<p>Lang. Arts R 8.2.1</p> <p>(9/10) R 2.1, 2.3 W2.5</p> <p>Math (7) NS 1.2, 1.3, 1.7 MR 1.1, 2.1, 3.1</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"> 1. Read and implement written instructions, technical manuals, written communication, and reference books. 2. Present a positive image through verbal and nonverbal communication through use of appropriate methods. 3. Demonstrate active listening through oral and written feedback. 4. Demonstrate proper etiquette in workplace communications. 5. Demonstrate writing/editing skills as follows: <ol style="list-style-type: none"> a. Write, proofread, and edit workplace documents. b. Use correct grammar, punctuation, capitalization, vocabulary, and spelling. c. Select and use appropriate forms of technology for communication. 6. Exhibit a proficiency in the use of commonly used reference books. <p>E. Understand occupational safety issues, including avoidance of physical hazards.</p> <ol style="list-style-type: none"> 1. Discuss and implement good safety practices, including: <ol style="list-style-type: none"> a. avoidance and reporting of physical hazards in the work environment b. safe operation of equipment c. proper handling of hazardous materials d. the importance and use of standard precautions and infection control, as appropriate e. the principles of body mechanics and ergonomics in providing patient care 2. Apply sound ergonomic principles in organizing one's work space. <p>F. Understand career paths and strategies for obtaining employment.</p> <ol style="list-style-type: none"> 1. Identify career opportunities, projected trends, and required education, training, and experience. 2. Explore teaching in the health care industry. 3. Explain the role of professional organizations and their benefits. 4. Explain industry certifications and the employment benefits associated with attaining certification. 5. Identify further recommended training. 7. Identify related career pathways and their requirements. 8. Develop job acquisition documents, including the following: <ol style="list-style-type: none"> a. job application b. resume c. appropriate cover and follow-up correspondence d. portfolio 9. Identify and demonstrate effective interviewing techniques. <p>G. Understand and adapt to changing technology.</p> <ol style="list-style-type: none"> 1. Identify and demonstrate use of computer hardware and peripherals. 2. Identify common computer software used in the health services industry. 3. Understand the importance of lifelong learning in adapting to changing technology. 				

Instructional Units and Competencies	Hours	Industry Standards.	CA Academic Standards	CAHSEE
<p>I Patient's Rights</p> <p>A. The importance of resident rights as specified in Title 22, California Code of Regulations, Section 72527 and in Section 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42, code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15.</p>	10	Health Science & Medical Technology Industry Sector 8.0, 8.1	ELA9-10; R; 2.1,2.2, 2.3,2.6 ELA9-10; LS; 1.1,1.4, 1.5,1.6, 1.8, 1.9	(10)WA 1.1,1.2 (8)R2.1 (10)R 2.1 (10) R2.7
<p>II. Interpersonal Skills</p> <p>A. Each student will understand the importance of interpersonal skills as they related to a diverse population regarding</p> <p>a. Socio-cultural factors</p> <p>b. Attitude toward illness and health care</p> <p>c. Family interaction</p>	10	Health Science & Medical Technology Industry Sector 8.3, 9.5		
<p>III. Medical Assisting</p> <p>A. Medical Records</p> <p>B. Confidentiality (HIPPA)</p> <p>C. Medical Transcription</p> <p>D. Filing</p> <p>E. Office Communication</p> <p>F. Medical Insurance Forms</p>	10	Health Science & Medical Technology Industry Sector Health Information Pathway C1.0,1.1,1.2, C2.1, C5.1		
<p>IV. Sub Acute Patient Care</p> <p>A. Each student will perform rehabilitative nursing skills and procedures accurately as it related to</p> <p>a. Promoting patient's potential</p> <p>b. Devices and equipment</p> <p>c. Activities of daily living</p> <p>d. Family interactions</p> <p>e. Complications of inactivity</p> <p>f. Ambulation</p> <p>g. Range of motion</p>	20	Health Science & Medical Technology Industry Sector Diagnostics Services Pathway B3.0, 3.6 B4.1 B5.2,5.3 Support Services Pathway D1.0		

10. Additional recommended/optional items

a. Articulation: None

b. Academic credit: N/A

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. Internet Exploration
- h. Job Shadowing & Internships

d. Instructional materials: Teacher Generated

e. Certificates: CPR