

**Health Careers Certification**

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**SYLLABUS**

**FOR**

**Health Careers Core Curriculum**

10/15

**Total Hours**

225 hours

**INSTRUCTIONAL PROCEDURES:**

This course consists of a self-paced computer curriculum using the Applied Education Systems, Health Care Foundations. The Curriculum is divided into 16 units designed to cover the required objectives for the 10 courses as well as a supplement to anatomy and physiology and medical terminology. The student will also complete the NCHSE Health Science Instructional Supplement practice test that corresponds with each section or unit. The instructor will periodically counsel with the student concerning progression through the course.

**COURSE CONTENT AND OBJECTIVES**

The Health Careers Core consists of the following 10 courses designed to prepare the student for any health career they may be interested in. These courses are required for each Career Major.

1. **Core Teamwork in Healthcare (15 hours)**

This course will provide principles in working effectively as a member of a team. The student will understand the roles and responsibilities of individual members of the healthcare team, including their ability to promote the delivery of quality healthcare. The student will learn skills in interacting effectively and sensitively with all members of the healthcare team.

#### Healthcare Teams

1.  Understand roles and responsibilities of team members

2.  Recognize characteristics of effective teams

#### Team Member Participation

1.  Recognize methods for building positive team relationships

2.  Analyze attributes and attitudes of an effective leader

3.  Recognize factors and situations that may lead to conflict

4.  Apply effective techniques for managing team conflict

# **Core Concepts of Effective Communication (30 hours)**

It is essential that Healthcare professionals are able to communicate with clients, their families and friends and other members of the healthcare team. This course provides information and techniques to assist the student to develop knowledge and skills in basic principles of communication and specific oral and written skills that will provide a foundation to effectively communicate in the many areas required in healthcare.

#### Concepts of Effective Communication

1.  Interpret verbal and nonverbal communication

2.  Recognize barriers to communication

3.  Report relevant information in order of occurrence

4.  Report subjective and objective information

5.  Recognize elements of communication using a sender-receiver model

6.  Apply speaking and active listening skills

#### Written Communication Skills

1.  Recognize elements of written and electronic communication (spelling, grammar, formatting and confidentiality)

2.  Describe techniques for planning and organizing written documents

1. **Core Safety (30 hours)**

This course provides essential knowledge to assist the student to understand the existing and potential hazards to patients, co-workers and self. In healthcare, it is imperative that injury and illness is prevented through safe work practices and maintenance of health and safety policies and procedures. This course provides a basis for the principles and practices of a safe work environment.

#### Infection Control

1.  Explain principles of infection control

2.  Describe methods of controlling growth of microorganisms

#### Personal Safety

1.  Apply personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations (including standard precautions)

2.  Apply principles of body mechanics and ergonomics

#### Environmental Safety

1.  Evaluate environment to recognize safe and unsafe working conditions

2.  Apply safety techniques to prevent accidents and to maintain a safe work environment

#### Common Safety Hazards

1.  Recognize Materials Safety Data Sheets (MSDS)

2.  Comply with safety signs, symbols, and labels

3.  Understand implications of hazardous materials

#### Emergency Procedures and Protocols

1.  Practice fire safety in a healthcare setting

2.  Apply principles of basic emergency response in natural disasters and other emergencies

1. **Core Technical Skills in Healthcare (15 hours)**

This course is designed to provide the student with knowledge and technical skills required for all career specialties. The student will be provided opportunities to demonstrate technical skills. It is essential that the health care worker learns and follows correct procedures to provide for the safety, comfort and privacy of the patient, co-worker and self. The student will learn the techniques of positioning, turning, moving, and transferring patients. Vital signs are another important indicator of the well being of an individual. The student will learn techniques to obtain accurate information regarding patient’s vital signs, height and weight

#### Technical Skills

1.  Apply procedures for measuring and recording vital signs

2.  Apply skills to obtain training or certification in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), foreign body airway obstruction (FBAO), and first aid

\*Additional technical skills may be included in a program of study based on career specialties

1. **Core Legal and Ethical Principles and Practice (30 hours)**

This course includes knowledge necessary for the student to understand the legal responsibilities, limitations, and implications of their actions within the healthcare delivery setting. The student will learn what is necessary to perform their duties according to regulations, policies, laws and legislated rights of clients. The student will be introduced to accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment

#### Legal Implications

1.  Analyze legal responsibilities and limitations

2.  Explain practices that could result in malpractice, liability, and/or negligence

3.  Apply procedures for accurate documentation and record keeping

4.  Interpret healthcare facility policies and procedures

#### Legal Practices

1.   Apply standards for Health Insurance Portability and Accountability Act (HIPAA)

2.  Describe advance directives

3.  Summarize the Patient’s Bill of Rights

4.  Understand informed consent

5.  Analyze legislated scope of practice of healthcare professionals

6.  Explain the laws governing harassment, labor, and employment

#### Ethical Boundaries

1.  Differentiate between ethical and legal issues impacting healthcare

2.  Compare personal, professional, and organizational ethics

3.  Recognize ethical issues and their implications related to healthcare

#### Ethical Practice

1.  Apply ethical behaviors in healthcare

2.  Apply procedures for reporting activities and behaviors that affect health, safety, and welfare of others

#### Cultural, Social, and Ethnic Diversity

1.  Understand religious and cultural values as they impact healthcare

2.  Demonstrate respectful and empathetic interactions with diverse age, cultural, economic, ethnic, and religious groups

1. **Core Healthcare Delivery Systems (15 hours)**

This course will assist the student to identify how key healthcare systems affect the delivery of specific healthcare services. There will be opportunities to study the effect of a variety of issues on the delivery of quality care to patients. The student will begin to appreciate the value of each healthcare team member and the impact that individuals have in influencing the delivery of care in specific healthcare environments. In this course, students will be able to explain the cost of health care and services. Students will also be able to discuss the different health care facilities, agencies, and trends in health care.

#### Systems

1. Understand systems theory as it relates to a healthcare delivery system model.

2. Explain the cause and effect of factors influencing various healthcare delivery systems.

3. Summarize the interdependence of healthcare professions within a given healthcare delivery system.

4. Interpret the various roles of healthcare providers and clients within the healthcare system.

5. Explain the impact of 21st century emerging issues such as technology, epidemiology, bioethics, and socioeconomics on healthcare systems.

1. **Core Employability Skills (30 hours)**

This course will present materials that will assist the student understand how employability skills enhance their employment opportunities and job satisfaction. The student will be introduced to key employability skills and will learn the importance of maintaining and upgrading skills, as needed.

#### Personal Traits of the Healthcare Professional

1.  Classify personal traits or attitudes desirable in a member of the healthcare team

2.  Summarize basic professional standards of healthcare workers as they apply to hygiene, dress, language, confidentiality and behavior (i.e. courtesy and self-introductions)

#### Employability Skills

1.  Apply employability skills in healthcare

2.  Exemplify professional characteristics

3.  Engage in continuous self-assessment and career goal modification for personal and professional growth

#### Career Decision-making

1.  Compare careers within the health science career pathways (diagnostic services, therapeutic services, health informatics, support services, or biotechnology research and development)

2.   Recognize levels of education, credentialing requirements, employment opportunities, workplace environments, and career growth potential

#### Employability Preparation

1.  Develop components of a personal portfolio

2.  Demonstrate process for obtaining employment

1. **Core Health Promotion (15 hours)**

This course will include knowledge about the fundamentals of wellness and the prevention of disease processes. The student will learn about the importance of practicing healthy behaviors. Students will learn about complementary/alternative health practices

#### Healthy Behaviors

1.  Apply behaviors that promote health and wellness

2.  Describe strategies for prevention of diseases including health screenings and examinations

3.  Apply practices that promote prevention of disease and injury

4.  Apply appropriate safety practices as related to high-risk behaviors

5.  Discuss complementary and alternative health practices

1. **Core Medical Math (30 hours)**

Students will attain competency in basic mathematical computations including those with whole numbers, fractions, decimals and units of measure. Students will also graph and diagram results of computations.

#### Medical Mathematics

1.  Apply mathematical computations related to healthcare procedures (metric and   household, conversions and measurements)

2.   Analyze diagrams, charts, graphs, and tables to interpret healthcare data

3.   Record time using 24-hour clock

1. **Core Information Technology Applications (15 hours)**

This course provides content that the student will use to understand the many uses of information technology in all healthcare settings and specialties. The student will gain skill in using appropriate information technology applications a variety of settings.

#### Health Information Management

1.  Identify records and files common to healthcare

2.  Interpret information from electronic medical documents

#### Information Technology

1.  Communicate using technology (fax, e-mail, and Internet) to access and distribute data and other information

2.  Recognize technology applications in healthcare

**INSTRUCTOR/STUDENT RESPONSIBILITIES:**

The instructor of this course assumes responsibility to provide explicit information regarding expectations of students on required assignments and activities and dates for completion.

The major obligation of the student is to demonstrate proficiency while meeting requirements for this course. Included in this obligation is the necessity of meeting timetables for completion of activities, assignments and tests. Students who need additional help should notify the instructor who will provide additional assistance.

**EVALUATION OF STUDENT ACHIEVEMENT:**

The student’s progress is monitored and grades averaged automatically on the applied education system

Final grades will be assigned on the following scale:

90-100%=A Incomplete=I

80-89%=B No Grade=NG

70-79%=C Withdraw Passing=W/P

60-69%=D Withdraw Failing=W/F

Because this curriculum is self-paced, the student will determine the rate of progression through the material. The instructor will keep the student informed of grades/progress.

**CERTIFICATION:**

Each students is required to complete the National Healthcare Foundations Skills Assessment

**REQUIRED TEXTS AND RESOURCES:**

Health Care Foundations HealthCenter 21- Health Science and Technology Education, Applied Education Systems, [www.aeseducatoin.com](http://www.aeseducatoin.com).

### National Health Care Cluster Foundation Standards

<http://www.nchste.org/cms/wp-content/uploads/2007/07/accountabilitycriteria.pdf>

### National Health Science Assessment

<http://www.okcareertech.org/testing/Skills%20Standards/Health_Career_Cluster.htm>