# Healthcare Essentials II Course No. 36254 Credit: 1.0

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| --- | --- | --- | --- |
| **Student name:** |  | **Graduation Date:** |  |

Pathways and CIP Codes:Health Science

Course Description: **Technical Level:** An in-depth look at a specific topic, area of research, occupation/career, technique, or skill in the health science area, which has been selected by the teacher of record for study. Students may further explore the special topic by collaborating, observing, and participating in approved activities with local and regional health care professionals to offer Professional Learning Experiences (PLE).

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Introduction

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Understand the scope of the selected special topics to be covered. |  |
| 1.2 | Identify new and emerging areas in healthcare. |  |
| 1.3 | Identify business and industry that are related. |  |
| 1.4 | Identify commonly used technologies. |  |
| 1.5 | Identify the core academics needed to succeed in these areas. |  |
| 1.6 | Identify post-secondary programs that connect/relate to these areas. |  |
| 1.7 | Research/discuss possible projects related to these areas. |  |

## Benchmark 2: **Academic Foundations** – Understand human anatomy, physiology, common diseases/disorders, and medical math principles.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Identify basic structures/functions of human body systems. |  |
|  | * Skeletal |  |
|  | * + Structures of the skeletal system |  |
|  | * + Functions of the skeletal system |  |
|  | * Muscular |  |
|  | * + Structures of the muscular system |  |
|  | * + Functions of the muscular system |  |
|  | * Integumentary |  |
|  | * + Structures of the integumentary system |  |
|  | * + Functions of the integumentary system |  |
|  | * Lymphatic/Immune |  |
|  | * + Structures of the lymphatic system |  |
|  | * + Functions of the lymphatic system |  |
|  | * Cardiovascular |  |
|  | * + Structures of the cardiovascular system |  |
|  | * + Functions of the cardiovascular system |  |
|  | * Respiratory |  |
|  | * + Structures of the respiratory system |  |
|  | * + Functions of the respiratory system |  |
|  | * Digestive |  |
|  | * + Structures of the digestive system |  |
|  | * + Functions of the digestive system |  |
|  | * Nervous |  |
|  | * + Structures of the digestive system |  |
|  | * + Functions of the digestive system |  |
|  | * Endocrine |  |
|  | * + Structures of the endocrine system |  |
|  | * + Functions of the endocrine system |  |
|  | * Urinary |  |
|  | * + Structures of the urinary system |  |
|  | * + Functions of the urinary system |  |
|  | * Reproductive |  |
|  | * + Structures of the reproductive system |  |
|  | * + Functions of the reproductive system |  |
| 2.2 | Diseases and Disorders - Describe etiology, pathology, diagnosis, treatment, and prevention of common diseases and disorders, including but not limited to the following: |  |
|  | * Anxiety |  |
|  | * Arthritis |  |
|  | * Asthma |  |
|  | * Bipolar disorder |  |
|  | * Cancer |  |
|  | * Cataracts |  |
|  | * Concussion/Traumatic Brain Injury (TBI) |  |
|  | * Cystic fibrosis |  |
|  | * Dementia |  |
|  | * Depression |  |
|  | * Diabetes |  |
|  | * Gastric ulcer |  |
|  | * Hepatitis |  |
|  | * Hypertension |  |
|  | * Melanoma |  |
|  | * Muscular Dystrophy |  |
|  | * Myocardial Infarction |  |
|  | * Sexually Transmitted Infection (STI) |  |
|  | * Stroke/Cardiovascular Accident (CVA) |  |
|  | * Tuberculosis |  |
|  | * Urinary Tract Infection (UTI) |  |
| 2.3 | Medical Mathematics – Demonstrate the ability to analyze diagrams, charts, graphs, and tables to interpret healthcare results. |  |

## Benchmark 3: **Systems** – Identify how key systems affect services performed and quality care.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Differentiate healthcare delivery systems and healthcare related agencies. |  |
|  | * Types of practice settings |  |
|  | * + Acute care |  |
|  | * + Ambulatory care |  |
|  | * + Behavioral and mental health services |  |
|  | * + Home care |  |
|  | * + Long-term care |  |
|  | * + Medical and dental practices |  |
|  | * Government agencies |  |
|  | * + Centers for Disease Control and Prevention (CDC) |  |
|  | * + Centers for Medicare and Medicaid Services (CMS) |  |
|  | * + National Institutes of Health (NIH) |  |
|  | * + Occupational Safety and Health Administration (OSHA) |  |
|  | * + U.S. Department of Veterans Affairs (VA) |  |
|  | * + U.S. Food and Drug Administration (FDA) |  |
|  | * + U.S. Public Health Service (USPHS) |  |
| 3.2 | Analyze healthcare economics and related terms. |  |
|  | * The history and role of health insurance and employer/employee benefits. |  |
|  | * Fundamental terms related to health insurance. |  |
|  | * + Claim |  |
|  | * + Coinsurance |  |
|  | * + Co-payment |  |
|  | * + Explanation of Benefits (EOB) |  |
|  | * + Fraud |  |
|  | * + Health Insurance Portability and Accountablility ACT (HIPAA) |  |
|  | * + Medcial Coding |  |
|  | * Types of insurance plans |  |
|  | * + Private health insurance plans |  |
|  | * + Managed care |  |
|  | * + Government programs such as Medicaid and Medicare |  |

## Benchmark 4: **Communication** – Demonstrate methods of delivering and obtaining information, while communicating effectively.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Medical Terminology |  |
|  | * Use common roots, prefixes, and suffixes to communicate information. |  |
|  | * Interpret common medical abbreviations to communicate information. |  |
| 4.2 | Written Communication Skills |  |
|  | * Use proper elements of written and electronic communication (spelling, grammar, and formatting). |  |
|  | * Prepare examples of technical and informative writing. |  |
| 4.3 | Demonstrate appropriate use of digital communication in a work environment, such as email, text, and social media. |  |

## Benchmark 5: **Employability Skills** – Use employability skills to enhance employment opportunities and job satisfaction.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Apply employability/soft skills in healthcare. |  |
|  | * Attendance |  |
|  | * Chain of Command |  |
|  | * Communication |  |
|  | * Customer service |  |
|  | * Decision making |  |
|  | * Emotiona intelligence |  |
|  | * Flexible |  |
|  | * Organization |  |
|  | * Probleming Solving |  |
|  | * Scope of Practice |  |
|  | * Time Management |  |
|  | * Worth Ethic |  |
| 5.2 | Employability Preparation – Develop components of a personal portfolio. |  |
|  | * Community service/service learning |  |
|  | * Credentials |  |
|  | * Leadership examples |  |
|  | * Mock interviews |  |
|  | * Oral report |  |
|  | * Personal statement |  |
|  | * Professional student organization memberships |  |
|  | * Resume |  |
|  | * Sample projects |  |
|  | * Technology skills |  |
|  | * Work-based learning documentation |  |
|  | * Writing samples |  |

## Benchmark 6: **Safety Practices** – Identify existing and potential hazards to clients, co-workers, and self. Employ safe work practices and follow health and safety policies and procedures to prevent injury and illness.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Infection Control – Explain principles of infection transmission. |  |
|  | * Identify classifications of pathogens. |  |
|  | * + Bacteria |  |
|  | * + Fungi |  |
|  | * + Parasites |  |
|  | * + Protozoa |  |
|  | * + Viruses |  |
|  | * Describe characteristics of microorganisms. |  |
|  | * + Aerobic |  |
|  | * + Anaerobic |  |
|  | * + Non-pathogenic |  |
|  | * + Pathogenic |  |
|  | * Recognize chain of infection. |  |
|  | * Describe mode of transmission. |  |
|  | * + Common vehicles (air, food, water) |  |
|  | * + Direct |  |
|  | * + Healtcasre-assicated infetions (nosocomial) |  |
|  | * + Indirect |  |
|  | * + Opportunistic |  |
|  | * + Vectors |  |
| 6.2 | Differentiate methods of controlling the spread and growth of pathogens. |  |
|  | * Asepsis |  |
|  | * + Sanitization |  |
|  | * + Antisepsis |  |
|  | * + Disinfection |  |
|  | * + Sterile technique |  |
|  | * + Sterilzation |  |
|  | * Standard precautions |  |
|  | * + Handwashing |  |
|  | * + Gloving |  |
|  | * + Personal Protective Equipment (PPE) |  |
|  | * + Environmental cleaning |  |
|  | * Isolation precautions |  |
|  | * + Transmission-based contact |  |
|  | * Bloodborne pathogen precautions |  |
|  | * Vaccinations |  |
| 6.3 | Personal Safety |  |
|  | * Apply personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations. |  |
|  | * Demonstrate principles of body mechanics during patient care. |  |
|  | * + Ambulating |  |
|  | * + Lifting |  |
|  | * + Positioning |  |
|  | * Demonstrate and apply the use of personal protective equipment (PPE). |  |
| 6.4 | Environmental Safety |  |
|  | * Apply safety techniques in the work environment. |  |
|  | * + Ergonomics |  |
|  | * + Safe operation of equipment |  |
|  | * + Patient/client/employee safety measures |  |
| 6.5 | Common Safety Hazards |  |
|  | * Observe all safety standards related to the occupational exposure to hazardous chemicals standard (safety data sheets [SDS]). |  |
|  | * Comply with safety signs, symbols, and labels. |  |
| 6.6 | Emergency Procedures and Protocols |  |
|  | * Practice fire safety in a healthcare setting. |  |
|  | * Apply principles of basic emergency response in natural disasters and other emergencies (safe location, contact emergency personnel, follow facility protocols). |  |

Benchmark 7: **Teamwork** – Identify roles and responsibilities of individual members as part of healthcare team.

Competencies

| # | DESCRIPTION | RATING |
| --- | --- | --- |
| 7.1 | Evaluate roles, responsibilities, and characteristics of healthcare team members. |  |
|  | * Collaboration |  |
|  | * Defined roles |  |
|  | * Effective communication |  |
|  | * Effective leadership |  |
|  | * Measurable processes and outcomes |  |
|  | * Mutual respect |  |
|  | * Shared goals |  |
| 7.2 | Analyze team member participation. |  |
|  | * Recognize methods for building positive team relationships. |  |
|  | * Analyze attributes, attitudes, and characteristic of an effective leader. |  |
|  | * + Focused and driven |  |
|  | * + Interpersonal skills |  |
|  | * + Motivates and inspires |  |
|  | * + Organized and balanced |  |
| 7.3 | Apply effective techniques for managing team conflict. |  |
|  | * Communicate assertively |  |
|  | * Gather the facts |  |
|  | * Negotiate resolutions |  |
|  | * Clear expectations |  |
| 7.4 | Evaluate why teamwork is an important part of healthcare and how it improves patient care. |  |

## Benchmark 8: **Technical Skills –** Apply and demonstrate technical skills and knowledge common to health career specialties.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 8.1 | Demonstrate procedures for measuring and recording vital signs in both normal and abnormal ranges, including but not limited to the following: |  |
|  | * Blood pressure |  |
|  | * Height and weight |  |
|  | * Oxygen saturation |  |
|  | * Pain |  |
|  | * Pulse |  |
|  | * Respirations |  |
|  | * Temperature |  |
| 8.2 | Obtain training or certifications, including but not limited to the following: |  |
|  | * Automated external defibrillator (AED) |  |
|  | * Cardiopulmonary resuscitation (CPR) |  |
|  | * First aid |  |
|  | * Foreign body airway obstruction (FBAO) |  |

## Benchmark 9: **Information Technology in Healthcare –** Apply information technology practices common across health professions.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 9.1 | Key principles, components, and practices of health information systems (HIS) |  |
|  | * Diagnostic tests |  |
|  | * History and physical |  |
|  | * Medications |  |
|  | * Patient demographics |  |
|  | * Progress notes |  |
|  | * Treatment plan |  |
| 9.2 | Explore different types of health data collection tools. |  |
|  | * Medical wearable devices |  |
|  | * Patient monitoring equipment |  |
|  | * Phone apps |  |
| 9.3 | Create electronic documentation that reflects timeliness, completeness, and accuracy. |  |
| 9.4 | Examine information systems policies, procedures, and regulations as required by national, state, and local entities. |  |
|  | * Facility policies |  |
|  | * HIPA |  |
|  | * Medical Coding |  |
|  | * Social media |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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