| **National Health Science Standards (Updated May 2015)** | **NATIONAL HEALTHCARE FOUNDATION STANDARDS AND ACCOUNTABILITY CRITERIA (updated 2012)** | **Minnesota State Colleges and Universities** **HealthForce MN****HEALTHCARE CORE CURRICULUM** |
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| <http://www.healthscienceconsortium.org/standards.php>The National Health Science Standards provide a clear and consistent understanding of industry and post- secondary expectations for health science teachers and students. These standards are designed to provide the essential knowledge common across health professions to prepare and increase the number of students that are college and career ready. | [**http://www.healthscienceconsortium.org/standards.php**](http://www.healthscienceconsortium.org/standards.php) | **4 Academic Credits****Behaviors for Success in Healthcare Setting .**5 Credit / 8 Hours* **Includes Health Career Exploration**

 **Communications in Healthcare Settings:** 1 Credit / 16 Hours **Awareness and Sensitivity to Client Needs:** .5 Credit /8 Hours **Respecting Client and Staff Diversity:** .5 Credit /8 Hours **Healthcare Safety and Standard Precautions:** .5 Credits/8 Hours **Legal Issues in Healthcare:** .5 Credit / 8 Hours **Healthcare Ethics:** .5 Credit /8 Hours |
| Foundation Standard 1: Academic Foundation |
| **Understand human anatomy, physiology, common diseases and disorders, and medical math principles.**1.1 Human Anatomy and Physiology* 1. Identify basic levels of organization of the human body.
		1. Chemical
		2. Cellular
		3. Tissue
		4. Organs
		5. Systems
		6. Organism
	2. Identify body planes, directional terms, cavities, and quadrants.
		1. Body planes (sagittal, mid-sagittal, coronal/frontal, transverse/horizontal)
		2. Directional terms (superior, inferior, anterior/ventral, posterior/dorsal, medial, lateral, proximal, distal, superficial, and deep)
		3. Cavities (dorsal, cranial, spinal, thoracic, abdominal, and pelvic)
		4. Quadrants (upper right, lower right, upper left, and lower left)
	3. Analyze basic structures and functions of human body systems (skeletal, muscular, integumentary, cardiovascular, lymphatic, respiratory, nervous, special senses, endocrine, digestive, urinary, and reproductive).
		1. Skeletal (bone anatomy, axial and appendicular skeletal bones, functions of bones, ligaments, types of joints)
		2. Muscular (microscopic anatomy of muscle tissue, types of muscle, locations of skeletal muscles, functions of muscles, tendons, directional movements)
		3. Integumentary (layers, structures and functions of skin)
		4. Cardiovascular (components of blood, structures and functions of blood components, structures and functions of the cardiovascular system, conduction system of the heart, cardiac cycle)
		5. Lymphatic (structures and functions of lymphatic system, movement of lymph fluid)
		6. Respiratory (structures and functions of respiratory system, physiology of respiration)
		7. Nervous (structures and functions of nervous tissue and system, organization of nervous system)
		8. Special senses (structures and functions of eye, ear, nose and tongue; identify senses for sight, hearing, smell, taste, touch)
		9. Endocrine (endocrine versus exocrine, structures and functions of endocrine system, hormones, regulation of hormones)
		10. Digestive (structures and functions of gastrointestinal tract, chemical and mechanical digestion, structures and functions of accessory organs)
		11. Urinary (structures and functions of urinary system, gross and microscopic anatomy, process of urine formation, urine composition, homeostatic balance)
		12. Reproductive (structures and functions of male and female reproductive systems, formation of gametes, hormone production and effects, menstrual cycle, and conception)
 | Healthcare professionals will know the academic subject matter required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in a health science program of study.**Accountability Criteria****1.1 Human Structure and Function*** 1. Classify the basic structural and functional organization of the human body (tissue, organ, and system).
	2. Recognize body planes, directional terms, quadrants, and cavities.
	3. Analyze the basic structure and function of the human body.
 | Not in the Core Curriculum. Students can take Intro to A&P, Biology or equivalent.  |
| **1.2 Diseases and Disorders**1.21 Describe common diseases and disorders of each body system (such as: cancer, diabetes, dementia, stroke, heart disease, tuberculosis, hepatitis, COPD, kidney disease, arthritis, ulcers).a. Etiologyb. Pathologyc. Diagnosisd. Treatmente. Prevention1.22 Discuss research related to emerging diseases and disorders (such as: autism, VRSA, PTSD, Listeria, seasonal flu).1.23 Describe biomedical therapies as they relate to the prevention, pathology, and treatment of disease.a. Gene testingb. Gene therapyc. Human proteomicsd. Cloninge. Stem cell research | 1.2 Diseases and Disorders* 1. Research common diseases and disorders of each body system (prevention, pathology, diagnosis, and treatment).
	2. Research emerging diseases and disorders.
	3. Investigate biomedical therapies as they relate to the prevention, pathology, and treatment of disease.
 | Not in the Core CurriculumCovered in A&P or equivalent |
| * 1. **Medical Mathematics**
	2. Demonstrate competency in basic math skills and

mathematical conversions as they relate to healthcare.* + 1. Metric system (such as: centi, milli, kilo)
		2. Mathematical (average, ratios, fractions, percentages, addition, subtraction, multiplication, division)
		3. Conversions (height, weight/mass, length, volume, temperature, household measurements)
	1. Demonstrate the ability to analyze diagrams, charts, graphs, and tables to interpret healthcare results.
	2. Demonstrate use of the 24-hour clock/military time.
 | 1.3 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 results.
	3. Record time using the 24-hour clock.
 | Not in the Core Curriculum |
| Foundation Standard 2: Communications |
| Foundation Standard 2: Communications**Demonstrate methods of delivering and obtaining information, while communicating effectively.**2.1 Concepts of Effective Communication* 1. Model verbal and nonverbal communication.
	2. Identify common barriers to communication.
		1. Physical disabilities (aphasia, hearing loss, impaired vision)
		2. Psychological barriers (attitudes, bias, prejudice, stereotyping)
	3. Identify the differences between subjective and objective information.
	4. Interpret elements of communication using basic sender-receiver-message-feedback model.
	5. Practice speaking and active listening skills.
	6. Modify communication to meet the needs of the patient/client and be appropriate to the situation.
 | Healthcare professionals will know the various methods of giving and obtaining information. They will communicate effectively, both orally and in writing.**Accountability Criteria****2.1 Concepts of Effective Communication*** 1. Interpret verbal and nonverbal communication.
	2. Identify barriers to communication.
	3. Report subjective and objective information.
	4. Interpret the elements of communication using a basic sender-receiver-feedback model.
	5. Apply speaking and active listening skills.
	6. Modify communication to meet the needs of the patient/client and to be appropriate to the situation.
 | **Communications in Healthcare Settings****This module emphasizes the importance of effective communication between and among healthcare workers and their clients. Included are verbal and non-verbal communication, listening skills, interpersonal communication, team communication, and documentation and reporting, and the use of electronic communication devices in healthcare facilities. Focus is on the development of effective communication skills to support quality client care.**

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| 1. Describe the components of verbal and non-verbal communication and situations in which these skills can be effectively used. | 1. Name two types of communication and give examples of each.2. Describe the components of communication.3. List examples of barriers to effective communication. |
| 2. Explain how active listening skills can improve client and team communication.  | 1. List basic listening skills.2. Describe active listening skills. |
|  3. Use a variety of communication techniques to achieve effective interpersonal and team communication. | 1. Select effective verbal communication techniques.2. Recognize effective non-verbal communication skills and skills to promote communication with clients/individuals who have difficulty hearing, seeing, speaking or have language barriers.3. List basic telephone usage.4. Demonstrate telephone message taking skills. |
| 4. Describe communication skills that are important when managing conflict. | 1. Define conflict.2. List causes of conflict.3.. List groups in which conflict occurs4. List communication skills that are important when managing conflict |
| 5. Explain the components of accurate and appropriate documentation and reporting including common medical abbreviations. | 1. Describe the components of accurate and appropriate documentation including common medical abbreviations2. Describe the components of accurate and appropriate reporting.3. Recognize and report abnormal physical changes to supervisor or appropriate person. 4. Recognize and report objective information (signs) to the charge nurse:5. Recognize and report what the resident may tell you (subjective information or symptoms). 6. Identify common roots, prefixes, and suffixes to communicate information. 7. Identify medical abbreviations to communicate information. |
| 6. Under Teamwork |
| 7. Describe the use of information technology in healthcare settings.  | 1. Identify a variety of electronic communication devices used in healthcare facilities.2. Identify different types and content of health records (patient, pharmacy, and laboratory 3. Describe the importance of policies and procedures related to electronic communication required by national, state, local and organizational levels.4. Explain procedures for accurate documentation and use of electronic and print health records. 5. Discuss validity of web based resources. |
| 8. Using a problem solving process applied to healthcare situations, describe how healthcare workers can effectively communicate with their clients and team members.  | 1. Describe the steps in problem identification and solution utilizing a team approach.2. Describe workplace situations in which problem-solving processes are utilized. |

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| 2.2 Medical Terminology* 1. Use common roots, prefixes, and suffixes to communicate information.
	2. Interpret medical abbreviations to communicate information.
		1. Common abbreviations
		2. Joint Commission official “Do Not Use List”
 | 2.2 Medical Terminology* 1. Use roots, prefixes, and suffixes to communicate information.
	2. Use medical abbreviations to communicate information.
 | * 1. Identify common roots, prefixes, and suffixes to communicate information.
	2. Identify medical abbreviations to communicate information. (See Communication 5.6 and 5.7)

5Gd: d. Review the Joint Commission “DO not use list” of abbreviations |
| 2.3 Written Communication Skills* 1. Utilize proper elements of written and electronic communication (spelling, grammar, and formatting).
	2. Prepare examples of technical, informative, and creative writing.
 | 2.3 Written Communication Skills2.31 Critique elements of written and electronic communication (spelling, grammar, and formatting). 2.32 Prepare examples of technical, informative, and creative writing. | 5. Explain the components of accurate and appropriate documentation and reporting including common medical abbreviations. | 1. Describe the components of accurate and appropriate documentation including common medical abbreviations2. Describe the components of accurate and appropriate reporting.3. Recognize and report abnormal physical changes to supervisor or appropriate person. 4. Recognize and report objective information (signs) to the charge nurse:5. Recognize and report what the resident may tell you (subjective information or symptoms). 6. Identify common roots, prefixes, and suffixes to communicate information. 7. Identify medical abbreviations to communicate information. |
| Foundation Standard 3: Systems | Foundation Standard 3: Systems |
| **Identify how key systems affect services performed and****quality of care.****3.1 Healthcare Delivery Systems**3.11 Compare healthcare delivery systems.a. Non-profit and for profit (such as: hospitals, ambulatory facilities, long-term care facilities, home health, medical and dental offices, mental health services)b. Government (such as: CDC, FDA, WHO, OSHA, Public Health systems/Health Departments, Veteran’s Administration)c. Non-profit (such as: March of Dimes, American Heart Association)3.12 Describe the responsibilities of consumers within the healthcare system (such as: self-advocacy, patient compliance, provider and consumer obligations).3.13 Assess the impact of emerging issues on healthcare delivery systems (such as: technology, epidemiology, bioethics, socioeconomics).3.14 Discuss healthcare economics and common methods of payment for healthcare.a. Private health insurance (such as: Blue Cross, Affordable Care Act - ACA)b. Managed care (such as: HMOs, PPOs, medical home)c. Government programs (Medicare, Medicaid, Tricare, and Workers’ Compensation) | Healthcare professionals will understand how their role fits into their department, their organization and the overall healthcare environment. They will identify how key systems affect services they perform and quality of care.**Accountability Criteria****3.1 Healthcare Delivery Systems*** 1. Understand the healthcare delivery system (public, private, government, and non-profit).
	2. Describe the responsibilities of consumers within the healthcare system.
	3. Assess the impact of emerging issues on healthcare delivery systems.
	4. Discuss healthcare economics and common methods of payment for healthcare.
 | **Behaviors for Success in Healthcare Settings**This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes types of health care facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, and approaches needed to assist clients, expectations of teams and team members, common healthcare facility policies and requirements, and selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of health care and balance their work and personal life to maintain personal wellness.

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| 1. Under Health Maintenance Practice Standard 9 |
| 2. Under: Foundation Standard 9: Health Maintenance Practices |
| 3. Under Standard 4: Employability skills  |
| 4. Identify quality issues in healthcare facilities and their impact on healthcare workers and delivery of care. | 1. Define quality in healthcare.2. List several issues in delivering quality healthcare. |
| 5. Describe the responsibilities of users of the health care system.  | 1. Describe the responsibilities of users of the health care system. |
| 6. Describe selected types of healthcare facilities/systems including a. organizational and financial structure,b. departments and services,c. type and levels of healthcare employees, d. and common policies and requirements | 1. Identify the structure, department, personnel, and services of acute care hospitals.
2. Identify the structure, department, personnel, and services of long-term care facilities.
3. Identify the structure, department, personnel, and services of physicians’ offices/clinics.
4. Identify the structure, department, personnel, and services of ambulatory care/urgent care centers.
5. Identify the structure, department, personnel, and services of mental health care facilities.
6. Identify the structure, departments, personnel, and services of community and home health facilities.
7. Identify the ways (educational and entry requirements) in which individuals can enter and advance within a healthcare career.
8. Name lines of authority.
9. Identify common facility policies.
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| 7. Describe the different health care delivery systems (public, private, government, and non-profit. | 1. Compare public vs. private delivery of health care
2. Discuss private vs. government delivery of health care
3. Explain non-profit delivery system
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| 8. Using a problem solving process applied to healthcare situations, describe behaviors for success in healthcare.  | 1. Discuss the problem–solving process as applied to behaviors for success in healthcare settings utilizing team approach.
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| **Foundation Standard 4: Employability Skills** | **Foundation Standard 4: Employability Skills** |
| **Utilize employability skills to enhance employment opportunities and job satisfaction.****4.1 Personal Traits of the Health Professional**4.11 Identify personal traits and attitudes desirable in a member of the career ready healthcare team.a. Acceptance of criticismb. Competencec. Dependabilityd. Discretione. Empathyf. Enthusiasmg. Honestyh. Initiativei. Patiencej. Responsibilityk. Self-motivationl. Tactm. Team playern. Willingness to learn4.12 Summarize professional standards as they apply to hygiene, dress, language, confidentiality and behavior.**4.2 Employability Skills**4.21 Apply employability skills in healthcare.a. Chain of commandb. Correct grammarc. Decision makingd. Flexiblee. Initiativef. Integrityg. Loyaltyh. Positive attitudei. Professional characteristicsj. Prompt and preparedk. Responsibilityl. Scope of practicem. Teamworkn. Willing to learn | Healthcare professionals will understand how employability skills enhance their employment opportunities and job satisfaction. They will demonstrate key employability skills and will maintain and upgrade skills, as needed.**Accountability Criteria****4.1 Personal Traits of the Healthcare Professional**4.11 Classify the personal traits and attitudes desirable in a member of the healthcare team.4.12 Summarize professional standards as they apply to hygiene, dress, language, confidentiality and behavior.4.2 Employability Skills4.21 Apply employability skills in healthcare. | **Behaviors for Success in Healthcare Settings**This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes types of health care facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, and approaches needed to assist clients, expectations of teams and team members, common healthcare facility policies and requirements, and selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of health care and balance their work and personal life to maintain personal wellness.

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| 2. Describe the expectations employers have of healthcare personal. | 1. Identify key components of a job application.2. Discuss ways to prepare for an interview.3. Discuss expectations for attendance and punctuality.4. Discuss dress and hygiene standards5. Discuss productive work habits.6. Describe the function of a team.7. Discuss behaviors that support the care of clients.8. List workers’ rights and responsibilities. |

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| **4.3 Career Decision-making**4.31 Research levels of education, credentialing requirements, and employment trends in health professions.4.32 Distinguish differences among careers within health science pathways (diagnostic services, therapeutic services, health informatics, support services, or biotechnology research and development).**4.4 Employability Preparation**4.41 Develop components of a personal portfolio.a. Letter of introductionb. Resumec. Sample Projectsd. Writing Samplee. Work-based Learning Documentationf. Oral Reportg. Service Learning/Community Serviceh. Credentialsi. Technology Skillsj. Leadership Examples4.42 Identify strategies for pursuing employment (social media, personal networking, job sites, internships). | 4.3 Career Decision-making* 1. Discuss levels of education, credentialing requirements, and employment trends in healthcare.
	2. Compare careers within the health science career pathways (diagnostic services, therapeutic services, health informatics, support services, or biotechnology research and development).
	3. **Employability Preparation**
	4. Develop components of a personal portfolio.
	5. Identify innovative strategies for obtaining employment.
 | **Behaviors for Success in Healthcare Settings**This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes types of health care facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, and approaches needed to assist clients, expectations of teams and team members, common healthcare facility policies and requirements, and selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of health care and balance their work and personal life to maintain personal wellness.

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| 1. Discuss healthcare fields and the types of workers needed. | 1. Identify a variety of healthcare workers, their scope of work, education and licensure/credential requirements.
2. Identify eligibility requirements for healthcare employment, including criminal background checks and child labor laws.
3. Identify the ways (educational and entry requirements) in which individuals can enter and advance within a healthcare career.
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| 2. Discuss ways healthcare personal can balance their work and personal life to maintain personal  | 1. Discuss dimensions of wellness and a wellness lifestyle.
2. Discuss behaviors that promote health and wellness.
3. Describe strategies for the prevention of diseases including health practices, screenings and examinations.
4. Investigate complementary and alternative medicine (CAM) as it relates to wellness and disease prevention.
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| 3. Describe the expectations employers have of healthcare personal. | 1. Identify key components of a job application
2. Discuss ways to prepare for an interview.
3. Discuss the use of resumes and personal portfolios in job interviews.
4. Discuss expectations for attendance and punctuality.
5. Discuss dress and hygiene standards
6. Discuss productive work habits.
7. Describe the function of a team.
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| **Foundation Standard 5: Legal Responsibilities** |
| **Describe legal responsibilities, limitations, and implications on healthcare worker actions.****5.1 Legal Responsibilities and Implications*** 1. Analyze legal responsibilities and implications of criminal and civil law.
		1. Malpractice
		2. Negligence
		3. Assault
		4. Battery
		5. Invasion of privacy
		6. Abuse
		7. Liable
		8. Slander

5.2 Legal Practices* 1. Apply standards for the safety, privacy and confidentiality of health information (HIPAA, privileged communication).
	2. Describe advance directives.
	3. Summarize the essential characteristics of a patient’s basic rights within a healthcare setting.
	4. Define informed consent.
	5. Explain laws governing harassment and scope of practice.
 | Healthcare professionals will understand the legal responsibilities, limitations, and implications of their actions within the healthcare delivery setting. They will perform their duties according to regulations, policies, laws and legislated rights of clients.**Accountability Criteria****5.1 Legal Implications*** 1. Analyze legal responsibilities and limitations.
	2. Apply procedures for accurate documentation and use of electronic and print health records (Not in our outcomes (see under IT).

5.2 Legal Practices* 1. Apply standards for the privacy and confidentiality of health information (HIPAA).
	2. Describe advance directives.
	3. Summarize the essential characteristics of a patient’s basic rights within a healthcare setting.
	4. Understand informed consent.
	5. Differentiate laws governing harassment, labor and scope of practice
 | **Legal Issues in Healthcare**This module focuses on the legal issues related to clients and healthcare workers. Such areas as healthcare laws, client rights and responsibilities, confidentiality, liability, documentation, and regulation are explored. The relationship between ethics and legal issues is discussed as well as the impact law and regulation have on healthcare systems.

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| 1. Explain the laws related to healthcare and their influence on the delivery system.
 | 1. Define common legal terms.
2. Name the federal laws related to Healthcare.
3. Discuss MN state laws that relate to healthcare.
4. Explain why everyone should have an advanced directive whether they are ill or not.
5. 5. Define differences between certification, registration and licensure.
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| 1. Describe one’s legal responsibility related to abuse, neglect, exploitation, and the Vulnerable Adults Law.
 | 1. Define abuse.
2. Explain why abuse may occur
3. Identify types of abuse
4. Define neglect.
5. Define exploitation
6. Identify populations at risk for abuse, neglect or exploitation.
7. Identify Federal and State laws protecting vulnerable persons.
8. Explain an individual’s legal responsibility if abuse or neglect is suspected.
9. Explain a facilities legal responsibility if abuse or neglect is suspected.
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| 1. Explain client rights and responsibilities and how healthcare providers can ensure those rights.
 | 1. Identify the purpose of the Patient’s Bill of Rights.
2. Identify the purpose of the Resident’s Bill of Rights.
3. Explain how to help client/individual’s keep their rights.
4. Discuss how to report and document a violation of patient rights.
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| 1. Describe the components of healthcare employee and healthcare facility liability when delivering client care.
 | 1. Define: liability, negligence, malpractice and scope of practice.
2. Discuss what a policy and procedure is.
3. 3. Describe how policy and procedures protect the worker and client from harm.
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| 1. Discuss how confidentiality must be maintained in healthcare facilities with clients and their medical records.
 | 1. Define confidentiality.
2. Discuss examples of confidential information,
3. Discuss with whom confidential information can be shared
4. Define libel and slander.
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| 1. Explore legal issues such as sexual harassment, wrongful discharge, negligence, malpractice and violence in the workplace.
 | 1. Define terms: Sexual harassment, Wrongful discharge and Malpractice
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| 7. Identify the legal issues for accurate documentation, informed consent and advanced directives. | 1. Discuss accurate documentation
2. Define Informed Consent
3. Discuss Advanced Directives
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| 8. Using a problem solving process applied to healthcare situations, describe how laws influence healthcare facilities and the care of clients. | 1. Discuss the problem solving process as applied to legal issues in health care utilizing a team approach
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| 9. Describe the consequences of inappropriate use of health data (including use of social media and email) in terms of disciplinary action.  | 1. Define social media
2. Discuss inappropriate use of social media
3. Describe consequences when social media is inappropriately used.
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| **Foundation Standard 6: Ethics** |
| **Understand accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment.****6.1 Ethical Practice**6.11 Differentiate between ethical and legal issues impacting healthcare.6.12 Identify ethical issues and their implications related to healthcare (such as: organ donation, in vitro fertilization, euthanasia, scope of practice, ethics committee).6.13 Utilize procedures for reporting activities and behaviors that affect the health, safety, and welfare of others (such as: incident report).  | Healthcare professionals will understand accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment. They will perform quality healthcare delivery.**Accountability Criteria****6.1 Ethical Practice*** 1. Differentiate between ethical and legal issues impacting healthcare (Not addressed).
	2. Recognize ethical issues and their implications related to healthcare.
	3. Utilize procedures for reporting activities and behaviors that affect the health, safety, and welfare of others.
 | **Healthcare Ethics**This module emphasizes the use of sound ethical practices in healthcare. Included are ethical principles and standards as they relate to the care of clients and interactions with peers, colleagues, and team members. Ethical frameworks are provided for discussion on understanding the types of ethical challenges in healthcare and the difficult decisions that need to be made.

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| 1. Describe dimensions of values as they impact health care.
 | 1. Define values
2. Discuss the importance of values
3. Explain how values are developed
4. Identify personal values.
5. Identify key values in health care.
6. Discuss how professional values impact on performance and behavior
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| 1. Describe basic principles of professional relationships.
 | 1. 1.Define professional boundaries
2. Identify elements of professional relationship
3. Explain why boundary violations may occur
4. 4. Discuss how to prevent violations of professional boundaries
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| 1. Describe aspects of ethical decision making in health care
 | 1. Define Ethics:
2. Define Code of Ethics
3. Explain the purpose of a Code of Ethics
4. Identify steps/framework for ethical decision making
5. Discuss the difference between legal “guidelines” and ethical decision-making.
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| 1. Using an ethical decision making model applied to health care situations, describe how ethics influence the care of clients.
 | 1. Define ethical dilemma
2. Identify current ethical dilemmas.
3. Discuss the problem solving process as applied to ethical issues in health care utilizing a team approach.
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| 1. Explain how an individual’s diversity, socioeconomic or religious beliefs could lead to potential ethical differences with that of other health care employees.
 | 1. Identify possible factors that may contribute to ethical differences between employees |

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| **6.2 Cultural, Social, and Ethnic Diversity**6.21 Discuss religious and cultural values as they impact healthcare (such as: ethnicity, race, religion, gender).6.22 Demonstrate respectful and empathetic treatment of ALL patients/clients (such as: customer service, patient satisfaction, civility). | 6.2 Cultural, Social, and Ethnic Diversity* 1. Research religious and cultural values as they impact healthcare and develop plans/guidelines for addressing cultural diversity.
	2. Demonstrate respectful and empathetic treatment of ALL patients/clients (customer service).
 | **Respecting Client and Staff Diversity**This module provides a framework for dealing with diverse clients and staff. Included are belief systems, cultural practices, and respect and sensitivity to cultural and gender issues. Awareness and use of effective strategies to appropriately deal with client and staff diversity are emphasized.

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| 1. Describe one’s personal belief system.
 | 1. Discuss the role of culture in developing a belief system.
2. Explain what is meant by a Belief system.
3. Identify the learner’s personal belief system.
4. 4. Identify extrinsic factors that may influence personal belief systems
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| 1. Explain the belief systems and practices of diverse cultures
 | 1. List cultures found within a healthcare setting
2. Describe the belief systems (cultural values, behavior practices, communication patterns, and methods of perceiving, judging, and organizing daily life) of ethnic cultures and subcultures
3. Describe the “isms”
4. Describe belief systems pertaining to gender.

5. Describe belief systems pertaining to age. |
| 1. Explore personal responsibility as a healthcare worker to treat each person as an individual (customer service).
 | 1. Discuss cultural stereotyping
2. Identify personal cultural prejudices
3. Identify cultural interactions with team members and clients
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| 1. Discuss the appropriate workplace expectations to interact with team members and care for clients from diverse cultures, genders, and/ or age groups
2. Using a problem solving process applied to healthcare situations, describe how healthcare employees can respect client and staff diversity
 | 1. Identify workplace expectations for team members and clients of diverse cultures, genders, and age groups2. Discuss the problem-solving process as applied to the issue of diverse cultures and their belief systems and practices in healthcare utilizing a team approach. |

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| **Foundation Standard 7: 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.****7.1 Infection Control**7.11 Explain principles of infection control.a. Chain of infectionb. Mode of transmission (direct, indirect, vectors, common vehicle [air, food, water], healthcare- associated infections [nosocomial], opportunistic)c. Microorganisms (non-pathogenic, pathogenic, aerobic, anaerobic)d. Classifications (bacteria, protozoa, fungi, viruses, parasites)7.12 Differentiate methods of controlling the spread and growth of microorganisms.a. Aseptic control (antisepsis, disinfection, sterilization, sterile technique)b. Standard precautionsc. Isolation precautionsd. Blood borne pathogen precautionse. Vaccinations**7.2 Personal Safety**7.21 Apply personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations.7.22 Demonstrate principles of body mechanics.**7.3 Environmental Safety**7.31 Apply safety techniques in the work environment.a. Ergonomicsb. Safe operation of equipmentc. Patient/client safety measures (check area for safety)**7.4 Common Safety Hazards**7.41 Observe all safety standards related to the Occupational Exposure to Hazardous Chemicals Standard (Safety Data Sheets (SDSs)). (www.osha.gov)7.42 Comply with safety signs, symbols, and labels.**7.5 Emergency Procedures and Protocols**7.51 Practice fire safety in a healthcare setting.7.52 Apply principles of basic emergency response in natural disasters and other emergencies (safe location, contact emergency personnel, follow facility protocols). | Healthcare professionals will understand the existing and potential hazards to clients, co-workers, and self. They will prevent injury or illness through safe work practices and follow health and safety policies and procedures.**Accountability Criteria****7.1 Infection Control*** 1. Explain principles of infection control.
	2. Assess methods of controlling the spread and growth of microorganisms.

7.2 Personal Safety* 1. Apply personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations.
	2. Apply principles of body mechanics.

7.3 Environmental Safety7.31 Apply safety techniques in the work environment.7.4 Common Safety Hazards* 1. Recognize Materials Safety Data Sheets (MSDS).
	2. Comply with safety signs, symbols, and labels.

7.5 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.
 | **Healthcare Safety and Standard Precautions**This module focuses on the rules and standards related to regulatory policies required of healthcare facilities as well as personal safety standards and requirements to work in healthcare settings. Included are the principles and standards of infection control, standard precautions, healthcare facility safety policies, strategies to ensure personal and client safety, and procedures to respond to emergencies.

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| 1. List regulatory agencies and the requirements they set for safety standards for healthcare facilities, their employees, andclients. | 1. Identify selected safety terminology relevant to healthcare.
2. Identify the CDC and list its safety requirement(s) as they pertain to the healthcare environment.
3. Identify OSHA and MDH, and list safety regulations as they pertain to the healthcare environment.
4. Identify JCAHO and describe its role in regulating safety with the healthcare environment.
5. Identify the OSHA Blood borne Pathogens Standard and list its requirements.
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| 2. Explain the current requirements of standard precautions and the procedures used at a variety of healthcare facilities to support those standards.  | 1. Explain the purpose of standard precautions and when they are applied.
2. List common pathogens.
3. Identify PPE (personal protective equipment) and usage.
4. List compliance measures for Blood borne Pathogens Standards.
5. Identify types of Isolation Precautions and describe why isolation is used in a healthcare facility.

6. Identify concerns and needs of clients in isolation.  |
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| 3. Describe the methods healthcare facilities use to achieve physical, chemical, and biological safety. | 1. Explain physical hazards and list safe practice guideline
2. Explain chemical hazards and their labeling requirements.
3. Explain biological hazards & their safety guidelines
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| 4. Describe principals and standards of infection control. | 1. Explain the purpose of standard precautions and when they are to be applied
2. List guidelines that reduce the spread of infection.
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| 5. Identify the ways in which healthcare workers can demonstrate personal and client safety use of Materials Safety Data Sheets (MSDS) and safety signs and symbols and labels. | 1. Identify common safety issues/injuries and guidelines for prevention.
2. List the principles of body mechanics for personal safety
3. List general guidelines for maintain good body mechanics
4. Identify correct techniques when lifting, pulling, pushing, and turning.
5. 5. Discuss safety equipment utilized in areas of healthcare.
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| 6. Describe proper handwashing and gloving.  | 1. Demonstrate proper handwashing and describe the principles of the procedure steps.
2. Demonstrate application and removal of clean gloves and describe the principles of the procedure steps.
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| 7. Explain the procedures used to respond to client and healthcare facility emergencies (including fire safety) and natural disasters. | 1. List general guidelines for any emergency.
2. Explain the general protocol/ procedure for a FIRST RESPONSE to:
	1. –Medical emergency
	2. –Workplace injury
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| 8. Using a problem solving process applied to healthcare situations; describe the critical principles and standards needed to ensure healthcare safety.  | 1. Discuss the problem solving process as applied to healthcare safety utilizing a team approach.
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| Foundation Standard 8: Teamwork | Foundation Standard 8: Teamwork |
| **Identify roles and responsibilities of individual members as part of the healthcare team.****8.1 Healthcare Teams**8.11 Evaluate roles and responsibilities of team members.a. Examples of healthcare teamsb. Responsibilities of team membersc. Benefits of teamwork 8.12 Identify characteristics of effective teams.a. Active participationb. Commitmentc. Common goalsd. Cultural sensitivitye. Flexibilityf. Open to feedbackg. Positive attitudeh. Reliabilityi. Trustj. Value individual contributions**8.2 Team Member Participation**8.21 Recognize methods for building positive team relationships (such as: mentorships and teambuilding).8.22 Analyze attributes and attitudes of an effective leader.a. Characteristics (interpersonal skills, focused on results, positive)b. Types (autocratic, democratic, laissez faire)c. Roles (sets vision, leads change, manages accountability)8.23 Apply effective techniques for managing team conflict (negotiation, assertive communication, gather the facts, clear expectations, mediation). | Healthcare professionals will understand the roles and responsibilities of individual members as part of the healthcare team, including their ability to promote the delivery of quality healthcare. They will interact effectively and sensitively with all members of the healthcare team.**Accountability Criteria****8.1 Healthcare Teams*** 1. Understand roles and responsibilities of team members.
	2. Recognize characteristics of effective teams.

8.2 Team Member Participation* 1. Differentiate creative for building positive team relationships.
	2. Analyze attributes and attitudes of an effective leader.
	3. Apply effective techniques for managing team conflict.
 | **Communications in Healthcare Settings**This module emphasizes the importance of effective communication between and among healthcare workers and their clients. Included are verbal and non-verbal communication, listening skills, interpersonal communication, team communication, and documentation and reporting, and the use of electronic communication devices in healthcare facilities. Focus is on the development of effective communication skills to support quality client care.

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| 6. Explain the roles and responsibilities of team members. | 1. Recognize characteristics of effective teams.
2. Discuss methods for building positive team relationships.
3. Describe attributes and attitudes of an effective leader
4. Describe the roles workers have in healthcare teams across a variety of healthcare settings.
5. Examine the impact healthcare teamwork and partnerships have in meeting client healthcare needs.
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| **Foundation Standard 9: Health Maintenance Practices** |
| **Differentiate between wellness and disease. Promote disease prevention and model healthy behaviors.**9.1 Healthy Behaviors* 1. Promote behaviors of health and wellness (such as: nutrition, weight control, exercise, sleep habits).
	2. Describe strategies for prevention of disease.
		+ Routine physical exams
		+ Medical, dental, and mental health screenings
		+ Community health education outreach programs
		+ Immunizations
		+ Stress management
		+ Avoid risky behaviors
	3. Investigate complementary and alternative health practices as they relate to wellness and disease prevention (such as: Eastern medicine, holistic medicine, homeopathy, manipulative and natural therapies).
 | Healthcare professionals will understand the fundamentals of wellness and the prevention of disease processes. They will practice preventive health behaviors among the clients.**Accountability Criteria****9.1 Healthy Behaviors*** 1. Apply behaviors that promote health and wellness.
	2. Describe strategies for the prevention of diseases including health screenings and examinations.
	3. Investigate complementary (alternative) health practices as they relate to wellness and disease prevention.
 | **Behaviors for Success in Healthcare Settings**This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes types of health care facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, and approaches needed to assist clients, expectations of teams and team members, common healthcare facility policies and requirements, and selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of health care and balance their work and personal life to maintain personal wellness.

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| 1. Discuss healthcare fields and the types of workers needed. | 1. Identify a variety of healthcare workers, their scope of work, education and licensure/credential requirements.(From Health Career Exploration)2. Identify eligibility requirements for healthcare employment, including criminal background checks and child labor laws.(From Health Career Exploration)3. Identify the ways (educational and entry requirements) in which individuals can enter and advance within a healthcare career. (From Health Career Exploration) |
| 2. Discuss ways healthcare personal can balance their work and personal life to maintain personal wellness. | 1. Discuss dimensions of wellness and a wellness lifestyle.2. Discuss behaviors that promote health and wellness. 3. Describe strategies for the prevention of diseases including health practices, screenings and examinations.4. Investigate complementary and alternative medicine (CAM) as it relates to wellness and disease prevention. |

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| **\*Foundation Standard 10: Technical Skills****\*Additional technical skills may be included in a program of study based on career specialties.** | **\*Foundation Standard 10: Technical Skills****\*Additional technical skills may be included in a program of study based on career specialties.** |
| Apply technical skills required for all career specialties and demonstrate skills and knowledge as appropriate.**10.1 Technical Skills*** 1. Apply procedures for measuring and recording vital signs including the normal ranges (temperature, pulse, respirations, blood pressure, pain).
	2. Obtain training or certification in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), foreign body airway obstruction (FBAO) and first aid.
	3. \*Additional technical skills may be included in a program of study based on career specialties.
 | Healthcare professionals will apply technical skills required for all career specialties. They will demonstrate skills and knowledge as appropriate.**Accountability Criteria****10.1 Technical Skills*** 1. Apply procedures for measuring and recording vital signs including the normal ranges.
	2. Apply skills to obtain training or certification in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), foreign body airway obstruction (FBAO) and first aid.
 | **NEXT LEVEL for Health Care Core Curriculum.** |
|  **Foundation Standard 11: Information Technology Applications** |  **Foundation Standard 11: Information Technology Applications** |
| **Utilize and understand information technology applications common across health professions.****11.1 Key Principles of Health Information Systems*** 1. Identify types of data collected in Electronic Health Records/Electronic Medical Records (EHR or EMR) (such as: history and physical, medications, diagnostic tests, patient demographics).
	2. Explore different types of health record data collection tools (such as: patient monitoring equipment, telemedicine, phone application, and medical wearable devices).
	3. Identify the types and content of an EHR/EMR (such as: pharmacy, laboratory, radiology).
	4. Create documentation in EHR/EMRs that reflect timeliness, completeness, and accuracy.
	5. Adhere to information systems policies, procedures, and regulations as required by national, state, and local entities.
 | Healthcare professionals will use information technology applications required within all career specialties. They will demonstrate use as appropriate to healthcare applications.**Accountability Criteria****11.1 Health Information Literacy and Skills*** 1. Identify methods and types of data collected in healthcare.
	2. Use health record data collection tools (such as input screens, document templates).
	3. Differentiate between types and content of health records (patient, pharmacy, and laboratory).
	4. Create documentation in the health record that reflects timeliness, completeness, and accuracy.
	5. Adhere to information systems policies and procedures as required by national, state, local, and organizational levels.
 | Found in Communication Module |
| **11.2 Privacy and Confidentiality of Health Information*** 1. Apply fundamentals of privacy and confidentiality policies and procedures (HIPAA).
	2. Identify legal and regulatory requirements related to the use of personal health information (such as: Health Information Technology Act—HITECH Act, American Recovery and Reinvestment Act—ARRA).
	3. Identify common policies and procedures for proper access, disclosure and protection of personal health information (such as: passwords, administrative safeguards, database security).
	4. Describe consequences of inappropriate use of health data in terms of disciplinary action.
	5. Understand the principle to correct inaccurate information/errors entered into an EHR/EMR (such as: adding, clarifying, and correcting information).
 | **11.2 Privacy and Confidentiality of Health Information*** 1. Apply the fundamentals of privacy and confidentiality policies and procedures.
	2. Identify legal and regulatory requirements related to the use of personal health information.
	3. Identify and apply policies and procedures for access and disclosure of personal health information.
	4. Describe the consequences of inappropriate use of health data in terms of disciplinary action.
	5. Describe appropriate methods to correct inaccurate information/errors personally entered into an electronic medical record (EMR).
 | Found in Legal Module |
| **11.3 Basic Computer Skills*** 1. Apply basic computer concepts and terminology necessary to use computers and other mobile devices.
	2. Demonstrate basic computer troubleshooting procedures (such as: restart, check power supply, refresh browser, check settings).
	3. Demonstrate use of file organization and information storage.
	4. Identify uses of basic word processing, spreadsheet, and database applications.
	5. Evaluate validity of web-based resources.
	6. Demonstrate appropriate usage of email and social media in a work environment (such as: work-related communications, personal texting on own time, appropriate language and content, use full language sentences).
 | **11.3 Basic Computer Literacy Skills*** 1. Apply basic computer concepts and terminology in order to use computers and other mobile devices.
	2. Demonstrate basic computer operating procedures.
	3. Demonstrate use of file organization and information storage.
	4. Use basic word processing, spreadsheet, and database applications.
	5. Evaluate the validity of web-based resources.
	6. Demonstrate use of appropriate email and social media usage.
 | **Not required in HCCC.**We do cover 11.35 and 11.36 on web based resources and social media usage.  |
|  | **Patient Centered Care** |
|  | **Not found in the national standards** | **Awareness and Sensitivity to Client Needs**This module presents challenges and issues related to the awareness and sensitivity needed to understand the healthcare needs of clients. Included is the impact disease has on individuals, the emotional, spiritual, and social needs of clients as well as the type of care needed by different age groups. Also included is the process of death and dying and how that affects clients and their families.

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| 1. Describe the major stages of human development and the basic health needs of humans. | 1. Describe five common characteristics of growth and development
2. Describe human needs theory regarding
3. human actualization
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| 2. Describe the needs of clients of different age groups and how those needs can affect behaviors and attitudes.  | 1. Describe the 3 different types of needs that human have across the life span
2. List the basic needs of infants, children and adolescents.
3. List the developmental needs of young adults and older adults
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| 3. Describe the types of emotional, spiritual, mental health and social needs of clients and their families. | 1. Define family.
2. List five functions of families
3. Describe family influence on healthcare
4. Describe emotional needs of clients and their families.
5. Describe spiritual needs of clients and their families.
6. Describe mental health issues of clients and their families.
7. 7. Describe social needs of clients and their families.
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| 4. Explain how different diseases can influence the functioning, behaviors, and attitudes of individuals including dementia/Alzheimer’s Disease. | 1. Describe how chronic illness affects individual coping and behaviors.
2. Describe how acute illness affects coping and behaviors.
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| 5. Describe selected client service strategies, their impact on quality client care and the importance of client participation in group/family activities. | 1. Identify ways that healthcare workers can promote client service.
2. Discuss ways that quality client care can be enhanced in the health care setting.
3. 3. List common expectations for service.
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| 6. Define the stages and processes of death and dying and the influences those stages have on clients and their families. | 1. List the emotional stages of grief that occurs in death and dying.
2. .List the needs of the dying client and their family
3. List the different causes of death and describe how this may affect the client and families ability to progress through the stages of death.
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| 7. Describe how to care for the clients’ environment. | 1. Discuss importance of clean environment
2. Describe proper care of clients’ personal items
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| 8. Using a problem solving process applied to healthcare situations, describe how healthcare workers can be aware and sensitive to their clients’ needs/behaviors. | 1. Discuss the problem solving process as applied to awareness and sensitivity to clients utilizing a team approach.
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