Steel Center For Career and Technical Education

Course Name: Health Assisting

Unit Name: SAFETY
Unit Number: PA100

Dates: Fall 2016 Hours: 30 hours

Unit Description/Objectives:
Student will understand and be able to identify all safety requirements related to the health assisting program.

Tasks:
PA101 – Identify safety measures that prevent accidents.

PA102 – Identify and adhere to professional dress code in the healthcare industry.

PA103 – Identify and describe OSHA standards which promote a safe work environment for employees.

PA104 – Explain and discuss the Right to Know Law and the information provided on a MSDS form.

PA105 – Demonstrate correct body mechanics used by a health care worker when moving or lifting objects or clients.

Standards / Assessment Anchors

Focus Standard/Anchor #1

13.2.11.E Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to:

- Commitment
- Communication
- Dependability
- Health/safety
- Laws and regulations (that is Americans with Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, Material Safety Data Sheets)
- Personal initiative
- Self-advocacy
- Scheduling/time management
- Team building

Supporting Standards/Anchors

#1
CC.3.6.11-12.B Write informative or explanatory texts, including the narration of technical processes, etc.

#2
CC.3.5.11-12.D. Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to health assisting
Connecting Standard/Anchor

C.3.5.11-12.C. Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.

Supporting Standards/Anchors:

#1 CC.3.5.9-10 Determine the meaning of key symbols, key terms, and other domain specific words

#2 CC.3.5.9-10.F Analyze the author’s purpose in providing an explanation describing a procedure

Instructional Activities:

Knowledge:

Complete Objective Worksheets
Participate in theory presentation and respond to questions
Complete vocabulary activities
Participate in group activities as directed
Take notes during theory presentation and maintain a notebook
Complete assigned worksheets
Complete assigned reading
Participate in class discussions
Text book reading assignments
Demonstrate safe use of equipment
Demonstrate proper body mechanics
Complete assigned individual projects

Skill:

Body mechanics
Reading and use of MSDS sheets

Remediation:

Re-teach major concepts
Review with teacher assistance
Study group
Worksheets
Individual tutoring
Group tutoring
Peer tutoring
Review games
Retest or alternative assessment
Technology integration
Study guides
Computer assisted instruction

Enrichment:

Proceed to next assigned task
Assist another student
Computer research on an approved topic
Individual project work
Safety:
Student must:
Pass safety test with 100%.
Use all equipment in a professional work like manner according to OSHA standards
Know and follow the established safety rules at all times
Use proper body mechanics when moving equipment or clients

Assessment:
Worksheets
Quizzes
Pre/Post Tests
Writing Activities
Rubrics
Individual Projects
Student demonstrations

Resources/Equipment:

MSDS sheets

PowerPoint Presentation
Unit Description/Objectives:
Student will demonstrate the professional standards of a health care provider.

Tasks:
PA201 – Define the role and function of the health care worker
PA202 – Demonstrate an awareness of the legal limitations of role and scope of practice
PA203 – Describes the responsibilities of members of the health care team
PA204 – Describes the chain of command in the organizational structure of the health care agency and scope of practice
PA205 – Maintain acceptable personal hygiene and exhibit appropriate dress practices.
PA206 – Identifies legal responsibilities and ethical behavior of a health care provider
PA207 – Advocate the rights of a health care recipients
PA208 – Differentiate between health care facilities and their purposes
PA209 – Demonstrates leadership/citizenship through participation in Career and Technical Student Organizations.

Standards / Assessment Anchors

Focus Standard/Anchor #1

- 13.1.11B. Analyze career options based on personal interests, abilities, aptitudes, achievements and goals

Supporting Standards/Anchor:

#1 13.1.11F. Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to:
- Associate degree
- Baccalaureate degree
- Certificate/licensure
- Entrepreneurship
- Immediate part/full time employment
- Industry training
- Military training
- Professional degree
- Registered apprenticeship
- Tech Prep
- Vocational rehabilitation centers

#2 13.2.11E Demonstrate, the career acquisition process, the application of essential workplace
skills/knowledge, such as but not limited to: commitment, communication, dependability, health/safety, laws and regulations (that is Americans with Disabilities Act, Child Labor Law, Fair Labor Standards Act, OSHA, Material Safety Data Sheets,), personal initiative, Self-advocacy, scheduling/time management, team building technical literacy and technology.

**Connecting Standard/Anchor**

- C.3.6.11-12F Conduct short and more sustained research to answer a question or solve a problem

**Supporting Standard/Anchor**

#1 13.3.11.A Evaluate personal attitudes and work habits that support career retention and advancement.

#2 13.3.11G Evaluate the impact of lifelong learning on career retention and advancement

**Instructional Activities:**

**Knowledge:**
- Complete Objective Worksheets
- Participate in theory presentation and respond to questions
- Complete vocabulary activities
- Participate in group activities as directed
- Take notes during theory presentation and maintain a notebook
- Complete assigned worksheets
- Complete assigned reading
- Participate in group activities as directed
- Research career options
- Create power point presentation on career options
- Create shoebox to represent your chosen career option
- Complete assigned individual projects

**Skill:**
- Oral presentation of career option
- Maintain acceptable personal hygiene and exhibit appropriate dress practices
- Demonstrate leadership/citizenship skills through participation in Career and Technical Student Organizations

**Remediation:**
- Re-teach major concepts
- Review with teacher assistance
- Study group
- Worksheets
- Individual tutoring
- Group tutoring
- Peer tutoring
- Review games
- Retest or alternative assessment
- Technology integration
- Study guides
- Computer assisted instruction

**Enrichment:**
Proceed to next assigned task
Assist another student
Computer research on an approved topic
Individual project work

Safety:
Maintain acceptable personal hygiene and exhibit appropriate dress practices

Assessment:
Worksheets
Quizzes
Pre/Post Tests
Research project/Shoebox
Oral presentation
Writing Activities
Rubrics
Individual Projects

Resources/Equipment: Computers


PowerPoint Presentation
Steel Center for Career and Technical Education

Course Name: Health Assisting 2016

Unit Name: Communication
Unit Number: PA300

Dates: Fall 2016 Hours: 50 hours

Unit Description/Objectives:
Student will demonstrate the professional standards of a health care provider in terms of communication.

Tasks:

PA301 – Demonstrate effective, abuse free verbal and non-verbal communication
PA302 – Demonstrate accurate documentation procedures
PA303 – Communicate in a respectful, professional manner, according to stage of development and cultural background
PA304 – Recognize both physical and psychological indicators of stress in self and others and identify stress reduction techniques.
PA305 – Demonstrate effective interpersonal conflict management skills
PA306 – Perform care of sensory deprived resident/patient/client
PA307 – Select and implement appropriate techniques to deal with the cognitively impaired
PA308 – Apply stands of confidentiality as required by HIPAA.

Standards / Assessment Anchors

Focus Standard/Anchor #1 13.3.11.B Evaluate team member roles to describe and illustrate active listening techniques:

- Clarifying
- Encouraging
- Reflecting
- Restating
- Summarizing

Supporting Standards/Anchor:

#1 CC.3.5.9-10C Follow precisely a complex multistep procedure

#2 13.3.11C Evaluate conflict resolutions skills as they relate to the workplace: Constructive criticism, group dynamics, managing/leadership, mediation, negotiation and problem solving

Connecting Standard/Anchor

- 13.3.11C Evaluate conflict resolution skills as they relate to the workplace:
  - Constructive Criticism
  - Group Dynamics
  - Managing/leadership
  - Mediation
  - Negotiation
o Problem Solving

Supporting Standards/ Anchors

#1 CC.3.6.9-10C Produce clear and coherent writing, appropriate to task, purpose and audience.

#2 CC.3.6.9-10B Write informative or explanatory texts, including the narration of technical processes.

Instructional Activities:

Knowledge:
- Complete Objective Worksheets
- Participate in theory presentation and respond to questions
- Complete vocabulary activities
- Participate in group activities as directed
- Take notes during theory presentation and maintain a notebook
- Complete assigned worksheets
- Complete assigned reading
- Participate in class discussions
- Following directions communication activity
- Patient charting/documentation activities
- Ways to reduce stress essay
- Complete assigned individual projects

Skill:
- Demonstrate effective, abuse free verbal and non-verbal communication.
- Demonstrate effective interpersonal conflict management skills.
- Apply standards of confidentiality as required by HIPAA

Remediation:
- Re-teach major concepts
- Review with teacher assistance
- Study group
- Worksheets
- Individual tutoring
- Group tutoring
- Peer tutoring
- Review games
- Retest or alternative assessment
- Technology integration
- Study guides
- Computer assisted instruction

Enrichment:
- Proceed to next assigned task
- Assist another student
- Computer research on an approved topic
- Individual project work
Safety:
Apply standards of confidentiality as required by HIPAA

Assessment:
Worksheets
Quizzes
Pre/Post Tests
Research project/Shoebox
Oral presentation
Writing Activities
Rubrics
Individual Projects

Resources/Equipment:

PowerPoint Presentation
Course Name: Health Assisting 2016

Unit Name: Infection Control
Unit Number: PA400

Dates: Fall 2016 Hours: 60 hours

Unit Description/Objectives:
Student will demonstrate the professional standards of a health care provider in terms of infection control.

Tasks:
PA401 – Identify the mode of transmission of various microorganisms
PA402 – Demonstrate proper hand washing techniques
PA403 – Implement the practice of standard precautions and transmission based precautions with correct use of Personal Protective Equipment including donning/removing a disposal gown, mask/goggles/face shield and sterile/non-sterile gloves
PA404 –Follows OSHA blood borne pathogens standards as it pertains to the health care industry
PA405 – Differentiate between medical and surgical asepsis including disinfection and sterilization procedures.
PA406 – Demonstrate terminal cleaning of the examination room after a client office visit

Standards / Assessment Anchors
- **Focus Standard/Anchor**
  13.2.11E Demonstrate, the career acquisition process, the application of essential workplace skills/knowledge, such as but not limited to: commitment, communication, dependability, health/safety, laws and regulations (that is Americans with Disabilities Act, Child Labor Law, Fair Labor Standards Act, OSHA, Material Safety Data Sheets,), personal initiative, Self-advocacy, scheduling/time management, team building technical literacy and technology.

  **Supporting Standards/Anchor:**
  #1 CC.3.6.11-12H Draw evidence from informational texts to support analysis, reflection and research
  #2 CC.3.5.11-12I Synthesize information from a range of sources into a coherent understanding of a process, phenomenon, or concept, resolving conflict information when possible

Connecting Standard/Anchor
- C.3.6.11-12F Conduct short and more sustained research to answer a question or solve a problem

  **Supporting Standards/Anchors:**
  #1 CC.3.5.11-12 C Follow precisely a complex multistep procedure
  #2 CC.3.5.9-10D Determine the meaning of symbols, key terms and other domain specific words
Instructional Activities:

Knowledge:
- Complete Objective Worksheets
- Participate in theory presentation and respond to questions
- Complete vocabulary activities
- Participate in group activities as directed
- Take notes during theory presentation and maintain a notebook
- Complete assigned worksheets
- Complete assigned reading
- Participate in class discussions
- Complete assigned individual projects

Skill:
- Demonstrate proper hand washing technique
- Implement the practice of standard precautions and transmission-based precautions with correct use of personal protective equipment
- Demonstrate terminal cleaning of the examination room

Remediation:
- Re-teach major concepts
- Review with teacher assistance
- Study group
- Worksheets
- Individual tutoring
- Group tutoring
- Peer tutoring
- Review games
- Retest or alternative assessment
- Technology integration
- Study guides
- Computer assisted instruction

Enrichment:
- Proceed to next assigned task
- Assist another student
- Computer research on an approved topic
- Individual project work

Safety:
- Follows OSHA blood borne pathogens standards as it pertains to the health care industry

Assessment:
- Worksheets
- Quizzes
- Pre/Post Tests
- Research project/Shoebox
- Oral presentation
- Writing Activities
- Rubrics
- Individual Projects

Resources/Equipment:


PowerPoint Presentation
Personal protective equipment
Course Name: Health Assisting 2016

Unit Name: Emergency Care and Disaster Preparedness
Unit Number: PA500

Dates: Fall 2016 Hours: 60 hours

Unit Description/Objectives:
Student will demonstrate the professional standards of a health care provider in terms of Emergency Care and Disaster Preparedness

Tasks:
PA501 – Demonstrate CPR skills and the proper use of an AED
PA502 – Perform basic first aid skills including how to care for a choking victim
PA503 – Describe Emergency Response/Crisis Plan Procedures when life threatening situations occur
PA504 – Identify potential fire hazards and appropriate procedures to use in a fire emergency
PA505 – Recognize and report emergencies immediately

Standards / Assessment Anchors

Focus Standard/Anchor #1

- CC.3.5.11-12C Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks, analyze the specific results based on explanations in the text.

Supporting Standards/Anchor:

#1 CC.1.4.11-12.D Organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a whole

#2 CC.3.5.11-12I Synthesize information from a range of sources into a coherent understanding of a process, phenomenon, or concept, resolving conflict information when possible

Connecting Standard/Anchor

- C.3.6.11-12F Conduct short and more sustained research to answer a question or solve a problem

Supporting Standards/Anchor:

#1 CC.3.5.11-12G Integrate and evaluate multiple sources of information presented in diverse formats and media

#2 Evaluate the hypotheses, data analysis and conclusions in a science or technical text . . .
**Instructional Activities:**

**Knowledge:**
- Complete Objective Worksheets
- Participate in theory presentation and respond to questions
- Complete vocabulary activities
- Participate in group activities as directed
- Take notes during theory presentation and maintain a notebook
- Complete assigned worksheets
- Complete assigned reading
- Participate in group activities as directed
- Complete assigned individual projects

**Skill:**
- Demonstrate proper CPR, AED use and Choking techniques
- Implement the practice of standard precautions and transmission based precautions with correct use of personal protective equipment
- Demonstrate proper basic first aid skills
- Demonstrate proper use of fire extinguisher

**Remediation:**
- Re-teach major concepts
- Review with teacher assistance
- Study group
- Worksheets
- Individual tutoring
- Group tutoring
- Peer tutoring
- Review games
- Retest or alternative assessment
- Technology integration
- Study guides
- Computer assisted instruction

**Enrichment:**
- Proceed to next assigned task
- Assist another student
- Computer research on an approved topic
- Individual project work

**Safety:**
- Follows OSHA blood borne pathogens standards as it pertains to the health care industry

**Assessment:**
- Worksheets
- Quizzes
- Pre/Post Tests
- Research project/Shoebox
- Oral presentation
- Writing Activities
- Rubrics
- Individual Projects
- Demonstrations
Resources/Equipment:

- CPR/Choking mannequins
- Personal Protective equipment
- Bandages
- Epi pen and inhaler
- Splints and slings
- Fire extinguisher


PowerPoint Presentation
Steel Center for Career and Technical Education

Course Name: Health Assisting 2016

Unit Name: Moving Lifting and Positioning
Unit Number: PA700

Dates: Fall 2016 Hours: 52 hours

Unit Description/Objectives: Student will demonstrate the professional standards of a health care provider in terms of Moving Lifting and Positioning

Tasks:
PA701 – Demonstrate technique of transferring client from bed to chair, chair to bed, bed to stretcher and stretcher to bed.

PA702 – Assist client with dangling standing and walking

PA703 – Demonstrate client turning and or positioning in bed in a chair and or exam table

PA704 – Assist with client ambulation and use of ambulation devices such as a gaitbelt/transfer belt

PA705 – Describe the proper use of a mechanical lift adhering to the current governmental regulations

Standards / Assessment Anchors

Focus Standard/Anchor #1

- CC.3.5.11-12C. Follow precisely a complex multistep procedure when carrying experiments, taking measurements, or performing technical tasks.

Supporting Standards/Anchor:

#1 CC.1.4.11-12.D Organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a whole

#2 CC.3.5.11-12I Synthesize information from a range of sources into a coherent understanding of a process, phenomenon, or concept, resolving conflict information when possible

Connecting Standard/Anchor

- C.3.6.11-12F Conduct short and more sustained research to answer a question or solve a problem

Supporting Standards/Anchor:

#1 CC.3.5.11-12B. Determine the central idea or conclusions of a text

#2 CC.3.6.11-12-C Produce clear and coherent writing in which the development, organization and style are appropriate to task, purpose and audience.
Instructional Activities:

Knowledge:
- Complete Objective Worksheets
- Participate in theory presentation and respond to questions
- Complete vocabulary activities
- Participate in group activities as directed
- Take notes during theory presentation and maintain a notebook
- Complete assigned worksheets
- Complete assigned reading
- Participate in class discussions
- Complete assigned individual projects

Skill:
- Demonstrate proper technique of transferring client
- Assist client with dangling standing and walking
- Demonstrate client turning and positioning in a bed, chair or exam table
- Assist client with ambulation using ambulation devices such as a gait belt

Remediation:
- Re-teach major concepts
- Review with teacher assistance
- Study group
- Worksheets
- Individual tutoring
- Group tutoring
- Peer tutoring
- Review games
- Retest or alternative assessment
- Technology integration
- Study guides
- Computer assisted instruction

Enrichment:
- Proceed to next assigned task
- Assist another student
- Computer research on an approved topic
- Individual project work

Safety:
- Follows OSHA blood borne pathogens standards as it pertains to the health care industry
- Utilize correct body mechanics

Assessment:
- Worksheets
- Quizzes
- Pre/Post Tests
- Research project/Shoebox
- Oral presentation
- Writing Activities
- Rubrics
- Individual Projects
- Demonstrations
Resources/Equipment:

  Wheelchair, gait belt, walker, cane, hospital bed.

PowerPoint Presentation
Steel Center for Career and Technical Education

**Course Name:** Health Assisting 2016

**Unit Name:** Nutrition and Hydration

**Unit Number:** PA900

**Dates:** Fall 2016  **Hours:** 70 hours

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**Unit Description/Objectives:**
Student will demonstrate the professional standards of a health care provider in terms of Nutrition and Hydration

**Tasks:**
- PA901 – List general principles of basic nutrition
- PA902 – Identify therapeutic diets including cultural variations
- PA903 – Prepare and serve meal trays clients including fluids
- PA904 – Provide assistance with safe positioning and feeding techniques
- PA905 – Measure and record intake and output
- PA906- Measure and record meal percentages

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**Standards / Assessment Anchors**

**Focus Standard/Anchor #1**

- CC.2.2.HS.F.2 - Apply properties of rational and irrational numbers to solve real world or mathematical problems.

**Supporting Standards/Anchor:**

#1 CC.2.1.HS.F.4 – Use units as a way to understand problems and to guide the solution of multistep problems.

#2 CC2.1.HS.F.5 – Choose a level of accuracy appropriate to limitations on measurement when reporting quantities

**Connecting Standard/Anchor**

- CC2.1.HS.F.6 Extend knowledge of arithmetic operations and apply to complex numbers.

**Supporting standards/Anchors:**

#1 CC.3.5.11-12.C – Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks.

#2 CC.3.5.9.-10A Cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions.
**Instructional Activities:**

**Knowledge:**
- Complete Objective Worksheets
- Participate in theory presentation and respond to questions
- Complete vocabulary activities
- Participate in group activities as directed
- Take notes during theory presentation and maintain a notebook
- Complete assigned worksheets
- Complete assigned reading
- Participate in group activities as directed
- Complete assigned individual projects

**Skill:**
- Demonstrate proper technique of feeding a client
- Calculate and record intake and output
- Measure and record meal percentages

**Remediation:**
- Re-teach major concepts
- Review with teacher assistance
- Study group
- Worksheets
- Individual tutoring
- Group tutoring
- Peer tutoring
- Review games
- Retest or alternative assessment
- Technology integration
- Study guides
- Computer assisted instruction

**Enrichment:**
- Proceed to next assigned task
- Assist another student
- Computer research on an approved topic
- Individual project work

**Safety:**
Follows OSHA blood borne pathogens standards as it pertains to the health care industry

**Assessment:**
- Worksheets
- Quizzes
- Pre/Post Tests
- Research project/Shoebox
- Oral presentation
- Writing Activities
- Rubrics
- Individual Projects
- Demonstrations

**Resources/Equipment:**

**Textbook:** DHO Health Science 8th edition (2014)
- Meal trays, Intake and output charting sheets, meal percentage sheets

**PowerPoint Presentation**
Steel Center for Career and Technical Education
Course Name: Health Assisting 2016

Unit Name: Basic Structures and Functions of the Human Body & Related Diseases with associated terminology

Unit Number: PA1000

Dates: Fall 2016 Hours: 282

Unit Description/Objectives:
Student will demonstrate the professional standards of a health care provider in terms of the human body and related diseases with associated terminology

Tasks:
- PA1001 – Identify the basic structure and explain the function and disease processes for the integumentary system
- PA1002 – Identify the basic structure and explain the function and disease processes for the Respiratory system
- PA1003 – Identify the basic structure and explain the function and disease processes for the Cardiovascular system
- PA1004 – Identify the basic structure and explain the function and disease processes for the Lymphatic system
- PA1005 – Identify the basic structure and explain the function and disease processes for the Muscular system
- PA1006- Identify the basic structure and explain the function and disease processes for the Skeletal system
- PA1007- Identify the basic structure and explain the function and disease processes for the Nervous system including the sensory organs.
- PA1008- Identify the basic structure and explain the function and disease processes for the Digestive system
- PA1009- Identify the basic structure and explain the function and disease processes for the Urinary system
- PA1010- Identify the basic structure and explain the function and disease processes for the Reproductive system
- PA1011- Identify the basic structure and explain the function and disease processes for the Endocrine system
- PA1012- Identify the basic structure and explain the function and disease processes for the Immune system
- PA1013 – Distinguish the various directional terms planes and regions of the human body
Standards / Assessment Anchors

Focus Standard/Anchor #1

- CC.3.5.11-12B. Determine the central idea or conclusions of a text

Supporting Standards/Anchor:

#1 CC.1.4.11-12.D Organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a whole

#2 CC.3.5.11-12I Synthesize information from a range of sources into a coherent understanding of a process, phenomenon, or concept, resolving conflict information when possible

Connecting Standard/Anchor

- C.3.6.11-12F Conduct short and more sustained research to answer a question or solve a problem

Supporting Standards/Anchors:

#1 CC.3.5.11-12D. Determine the meaning of symbols, key terms and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 11-12 texts and topics

#2 CC.3.5.9-10A. Cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions.

Instructional Activities:

Knowledge:

- Complete Objective Worksheets
- Participate in theory presentation and respond to questions
- Complete vocabulary activities
- Participate in group activities as directed
- Take notes during theory presentation and maintain a notebook
- Complete assigned worksheets
- Complete assigned reading
- Participate in class discussions
- Complete assigned individual projects

Remediation:

- Re-teach major concepts
- Review with teacher assistance
- Study group
- Worksheets
- Individual tutoring
- Group tutoring
- Peer tutoring
- Review games
- Retest or alternative assessment
- Technology integration
- Study guides
- Computer assisted instruction
**Enrichment:**
- Proceed to next assigned task
- Assist another student
- Computer research on an approved topic
- Individual project work

**Safety:**
- Follows OSHA blood borne pathogens standards as it pertains to the health care industry
- Utilize correct body mechanics

**Assessment:**
- Worksheets
- Quizzes
- Pre/Post Tests
- Research project/Shoebox
- Oral presentation
- Writing Activities
- Rubrics
- Individual Projects
- Demonstrations

**Resources/Equipment:**

**Textbook:**  [DHO Health Science](#) 8th edition (2014)

**PowerPoint Presentation**

**Body system videos**