

Unit/Standard Number	<p style="text-align: right;"><u>High School Graduation Years 2019, 2020 and 2021</u></p> <p style="text-align: center;"><b>Health Professions and Related Clinical Sciences, Other CIP 51.9999 Task Grid</b></p>	<p style="text-align: center;">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
<b>Secondary Competency Task List</b>		
<b>100</b>	<b>ORIENTATION AND SAFETY</b>	
101	RESERVED	
102	RESERVED	
103	Identify general course objectives.	
104	Follow clinical skill area rules and regulations.	
105	Follow professional dress code and the essence of good grooming.	
106	Provide details of grading policies in this class.	
107	Differentiate between hospitals, long-term care agencies and home health agencies as to their history, purpose and what each expects of the health care professional.	
108	Follow clinical experience guidelines and procedures.	
109	Follow OSHA standards and Centers for Disease Control (CDC) standard precautions.	
110	Follow "Right to Know Law" and the importance of maintaining Safety Data Sheets (SDS) for all chemicals.	
111	RESERVED	
112	RESERVED	
113	Identify and follow the "chain of command" in organizational structures.	
114	Follow safety and emergency procedures and report accurately and immediately.	
115	Report nonfunctioning equipment.	
<b>200</b>	<b>LEGAL AND ETHICAL ISSUES</b>	
201	Identify client's advanced directives.	
202	Uphold confidentiality of records and information as required by HIPAA.	
203	Promote the client's right to make personal choices to accommodate individual needs.	
204	Outline and practice professional standards for health care professionals.	
205	Identify and apply legal responsibilities of the health care professional.	
206	Discuss ethical dilemmas as related to the health care.	
<b>300</b>	<b>COMMUNICATION</b>	
301	Practice effective communication.	
302	RESERVED	
303	Document both objective and subjective observations using appropriate terms.	
304	RESERVED	
305	Communicate in a professional manner, according to the client's stage of development and cultural background.	
306	RESERVED	
307	Practice effective conflict management skills.	

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<b>400</b>	<b>INFECTION CONTROL</b>	
401	Identify diseases, their mode of transmission, and use of transmission-based precautions.	
402	Demonstrate and practice proper hand hygiene techniques.	
403	Apply principles of standard precautions and infection control in the health care facility.	
404	Discuss the following: blood-borne pathogens, sharps disposal, and biohazards.	
405	Demonstrate and practice correct isolation and safety techniques in care of infectious clients, including use of, proper personal protective equipment (PPE).	
406	RESERVED	
407	Perform basic cleaning and disinfecting of objects to prevent disease transmission.	
408	Explain how the immune system protects the body from infectious diseases.	
409	Demonstrate proper donning and doffing of non-sterile gloves.	
410	Discuss proper sterilizing of contaminated objects.	
<b>500</b>	<b>RESERVED</b>	
501	RESERVED	
502	RESERVED	
503	RESERVED	
504	RESERVED	
505	RESERVED	
506	RESERVED	
507	RESERVED	
508	RESERVED	
<b>600</b>	<b>EMERGENCY CARE AND DISASTER PREPAREDNESS</b>	
601	Identify signs of an obstructed airway (choking) and demonstrate abdominal thrust.	
602	Describe Basic Life Support with AED and Basic First Aid.	
603	Follow Emergency Response/Crisis Plan Procedures in the facility.	
604	Identify potential fire hazards and safety procedures, including PASS and RACE.	
<b>700</b>	<b>HUMAN NEEDS AND HUMAN DEVELOPMENT</b>	
701	Discuss human growth and development through the lifespan.	
702	Identify and respect cultural diversity, along with accepting a client seeking holistic health practitioners for wellness.	
703	Provide examples of how age, illness and disability affect psychosocial changes in the client.	
704	Provide assistance for the clients to express their personal faith and religious beliefs.	
705	Provide care for sensory deprived clients such as blind or deaf clients.	
<b>800</b>	<b>BODY MECHANICS, MOVING, LIFTING AND POSITIONING</b>	

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801	Assist the client with dangling, standing and walking.	
802	Transfer client from bed to chair/wheelchair and from stretcher to bed.	
803	Turn and/or position a client both in bed and in a chair.	
804	Discuss safety hazards, including slips, trips, and the risks of falls.	
805	Discuss and practice transferring, positioning, and transporting of a client with special needs, including bariatric clients.	
806	RESERVED	
807	Discuss the operation of the mechanical lift.	
808	Demonstrate proper use of restraints and alternative measures of restraints.	
809	Utilize proper body mechanics.	
810	Demonstrate proper use of a gait belt.	
<b>900</b>	<b>PERSONAL CARE SKILLS</b>	
901	Provide privacy when providing personal care.	
902	Assist the client to dress and undress.	
903	Assist the client with bathing and personal grooming to include the principles of hand and foot care.	
904	Observe and report condition of the skin.	
905	Administer oral hygiene for the conscious/ unconscious client.	
906	Identify and discuss treatment of decubitus ulcers (bed or pressure sores) on a client.	
<b>1000</b>	<b>URINARY ELIMINATION/BOWEL ELIMINATION</b>	
1001	Assist the client in toileting and bladder training.	
1002	Provide catheter care.	
1003	Demonstrate perineal care on client.	
1004	Demonstrate application of briefs.	
1005	Demonstrate the use of standard bedpan and fracture pan.	
1006	Document urinary output.	
<b>1100</b>	<b>NUTRITION AND HYDRATION</b>	
1101	List general principles of the basic nutrition.	
1102	Recognize and discuss therapeutic diets.	
1103	Assist a client with eating meals, including thickened liquids.	
1104	Feed a neurological or sensory deprived client feeding.	
1105	Measure and record intake and output.	
<b>1200</b>	<b>BASIC CLINICAL SKILLS</b>	
1201	RESERVED	

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1202	RESERVED	
1203	Measure and record a client's temperature (oral, axillary, rectal, electronic).	
1204	Measure and record a client's radial and apical pulse.	
1205	Measure and record a client's respirations.	
1206	Measure and record a client's blood pressure.	
1207	Measure and record a client's pulse oximetry.	
1208	Apply elastic stockings.	
1209	Make an unoccupied bed.	
1210	Make an occupied bed.	
1211	Measure and record height and weight.	
1212	Discuss proper handling of soiled linen.	
1213	Provide for the client's safe, clean and comfortable environment.	
<b>1300</b>	<b>MENTAL HEALTH AND MENTAL ILLNESS</b>	
1301	Discuss the various types of mental health disorders.	
1302	Use reality orientation techniques with the confused client.	
1303	Use communication skills/techniques with easily agitated or frightened clients.	
1304	Use skills/techniques with clients exhibiting repetitive behaviors.	
<b>1400</b>	<b>REHABILITATION AND RESTORATIVE CARE</b>	
1401	Assist the client with ambulatory and transfer devices (e.g., cane, quad cane, walker, crutches and wheelchair).	
1402	Perform range of motion exercises.	
1403	Recognize various assistive devices when assisting the client.	
<b>1500</b>	<b>DEATH AND DYING</b>	
1501	Discuss own feelings and attitude about death.	
1502	Explain how culture and religion influence a person's attitude toward death and the bereavement process.	
1503	Discuss the goals of hospice care.	
1504	Discuss the stages of dying.	
1505	Report the common signs of a client's approaching death.	
1506	Discuss the postmortem care of a client while maintaining the client's right to dignity and respect.	
<b>1600</b>	<b>MEDICAL TERMINOLOGY</b>	
1601	Differentiate roots/prefixes/suffixes in medical terms.	
1602	Define abbreviations used in medical documents.	
1603	Differentiate medical specialties.	
1604	Use of medical language.	

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1605	Use anatomical medical terms when discussing health and illness of the body.	
<b>1700</b>	<b>ALLIED HEALTH SKILLS</b>	
1701	RESERVED	
1702	Maintain client records.	
1703	Complete manual filing skills and discuss use of electronic medical records (EMR).	
1704	Position client for specific examinations as indicated by physician.	
1705	Perform visual acuity test.	
1706	Discuss methods of collection, special handling and labeling of specimens.	
1707	Discuss the principles of an EKG.	
1708	Discuss blood glucose measurement using a glucometer, proper strips and manufacturer glucose controls or standards.	
1709	Explain the importance of maintaining the client record.	
1710	Discuss the principles of admitting, discharging, and transferring of a client.	
<b>1800</b>	<b>ANATOMY, PHYSIOLOGY AND PATHOPHYSIOLOGY</b>	
1801	Identify the basic structure of the human body.	
1802	Label body plains, directions and cavities.	
1803	Identify the organs, and explain the function of the respiratory system.	
1804	RESERVED	
1805	Identify disease processes - respiratory system.	
1806	Identify the organs, and explain the function of the circulatory system.	
1807	RESERVED	
1808	Identify disease processes of the circulatory system.	
1809	Identify the organs, and explain the function of the integumentary system.	
1810	RESERVED	
1811	Identify disease processes of the integumentary system.	
1812	Identify the organs, and explain the function of the Muscular system.	
1813	RESERVED	
1814	Identify disease processes of the Muscular system.	
1815	Identify the organs and explain the function of the nervous system.	
1816	RESERVED	
1817	Identify disease processes of the nervous system.	
1818	Identify the organs, and explain the function of the digestive system.	
1819	RESERVED	
1820	Identify disease processes of the digestive system.	
1821	Identify the organs, and explain the function of the urinary system.	
1822	RESERVED	

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1823	Identify disease processes of the urinary system.	
1824	Identify the organs, and explain the function of the reproductive system.	
1825	RESERVED	
1826	Identify the disease processes of the reproductive system.	
1827	Identify the organs, and explain the function of the lymphatic system.	
1828	RESERVED	
1829	Identify disease processes of the lymphatic system.	
1830	Identify the organs, and explain the function of the endocrine system.	
1831	RESERVED	
1832	Identify the disease processes of the endocrine system.	
1833	Identify the organs and explain the function of the Special Senses.	
1834	Identify the disease processes of the Special Senses.	
1835	Identify the organs, and explain the function of the Skeletal System.	
1836	Identify the disease processes of the Skeletal System.	
<b>1900</b>	<b>MATHEMATICS IN ALLIED HEALTH</b>	
1901	Use mathematics applications in healthcare.	
1902	Identify systems of measurements used in a clinical setting.	
1903	Identify and convert between measurement systems including metric system.	
<b>2000</b>	<b>21st CENTURY INTERPERSONAL SKILLS</b>	
2001	Employ productive relationships with a range of stakeholders (clients, co-workers, external counterparts) who may represent a wide variety of cultural diversities.	
2002	Demonstrates and practice active listening skills to obtain and clarify information.	
2003	Identifies and demonstrates ethical characteristics and behaviors.	
2004	Differentiates between productive and questionable ethical practices which might arise	
2005	Describes and recognizes discrimination and harassment.(Bullying)	
2006	Exercises positive leadership by encouraging, persuading, or otherwise motivating individual co-workers or groups.	
2007	Display affective communication skills including eye contact, handshake, professional attire and positive professional body language.	
2008	List both physical and psychological indicators of stress in self and others and identify stress reduction techniques.	