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:

Textbook: <u>DHO Health Science</u> 8th edition (2014)

MSDS sheets

Course Name: Health Assisting 2016

Unit Name: Professionalism and Legal Issues

Unit Number: PA200

Dates: Fall 2016 Hours: 50 hours



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 class discussions

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

Textbook: <u>DHO Health Science</u> 8th edition (2014)

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:
 - o Constructive Criticism
 - Group Dynamics
 - Managing/leadership
 - o Mediation
 - Negotiation

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:

Textbook: <u>DHO Health Science</u> 8th edition (2014)

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:

Textbook: DHO Health Science 8th edition (2014)

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 class discussions

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

Textbook: DHO Health Science 8th edition (2014)



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 preforming 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:

Textbook: DHO Health Science 8th edition (2014) Wheelchair, gait belt, walker, cane, hospital bed. **PowerPoint Presentation**



Course Name: Health Assisting 2016

Unit Name: Nutrition and Hydration

Unit Number: PA900

Dates: Fall 2016 Hours: 70 hours

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

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 class discussions

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



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