

COURSE OUTLINE

Course: 30311 HOSPITAL OCCUPATIONS

Total Course Hours: 270.00

CBEDS Title: OTHER HEALTH CAREERS COURSE

CBEDS #: 4298

Job Title(s):

Medical Records Clerk, Admitting Clerk, Central Supply Worker, Food Service Worker

Prerequisites:

TB Clearance

Course Description:

This course combines a core curriculum with workplace learning in various departments of a hospital or health care facility. Instruction includes hospital safety, asepsis, nutrition, assessment of vital signs and job seeking skills. Prior to work experience students complete CPR certification. Sites are selected in ancillary departments or patient support services for work place learning.

Integrated throughout the course are Academic and CTE standards, which include safety, communication, technology, ethics, career planning and other employability skills.

Hours	
Class	OJT

Occupational Competencies

1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes

3.00	
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1 ORIENTATION

- A Identifies and discusses course objectives and competencies.
- B Discusses ROP Student Outcomes.
- C Explains class attendance and behavior objectives.

15.00	2.00
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2 HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT

- A Describes accident procedure.
- B Demonstrates appropriate safety practices (e.g. bending, lifting, etc.).
- C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency).
- D Demonstrates knowledge of CPR
- E Demonstrates knowledge of basic first aid

3.00	5.00
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3 ETHICS AND LEGAL RESPONSIBILITIES

- A Defines sexual harassment and discusses tactics for handling harassment situations.
- B Applies appropriate workplace behavior and standards.

9.00	10.00
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4 LEADERSHIP AND TEAMWORK

- A Describes the characteristics and benefits of teamwork and leadership.
- B Demonstrates ability to make appropriate decisions.
- C Works well with others and gives/takes constructive criticism.

Hours	
Class	OJT

12.00	3.00	5	<p><u>CAREER PLANNING</u></p> <p>A Prepares a finished, professional portfolio showing the best work that has been completed during the class.</p> <p>B Locates job opportunities through the use of want-ads and placement agencies.</p> <p>C Visits at least one facility related to area of training and observes jobs performed.</p> <p>D Completes a job application correctly.</p> <p>E Prepares for and critiques a simulated employment interview.</p> <p>F Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity.</p> <p>G Identifies acceptable procedures to leave a job.</p> <p>H Applies for a scholarship.</p> <p>I Completes a professional resume.</p> <p>J Demonstrates appropriate personal grooming and dress for specific career choice.</p>
10.00	8.00	6	<p><u>COMMUNICATION</u></p> <p>A Uses effective workplace conversation.</p> <p>B Reads and interprets written information and directions.</p> <p>C Practices various forms of written communication appropriate to the occupation.</p>
5.00		7	<p><u>STUDENT OUTCOMES</u></p> <p>A Demonstrates Occupational Specific, Communication and Critical Thinking Skills</p> <p>B Demonstrates Responsible Work Ethics</p> <p>C Demonstrates Career/Employment Literacy</p> <p>D Demonstrates Effective Use of Technology</p>
15.00	30.00	8	<p><u>ENVIRONMENTAL</u></p> <p>A Displays knowledge of safety, equipment, and supplies</p> <p>B Demonstrates knowledge of medical asepsis</p> <p>C Demonstrates knowledge of hospital codes</p> <p>D Demonstrates knowledge of hospital services/dietary including safety, sanitation, food service, food preparation, cleaning of kitchen, storage and pantry work, dishwashing, tray line assembly, cafeteria counter, nourishments and catering</p> <p>E Demonstrates knowledge of hospital services/central supply/sterile processing including cleaning and sterilization duties, preparation of sterile linen and dispensation of materials</p> <p>F Demonstrates knowledge of engineering/general maintenance including job responsibilities and department procedures.</p>

Hours	
Class	OJT

15.00	35.00
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9 INFORMATION

- A Demonstrates appropriate telephone and message taking techniques
- B Demonstrates application of typing/computer support
- C Demonstrates application of photocopying techniques
- D Understands and executes instructions for errand completion
- E Demonstrates ability to maintain appropriate confidentiality
- F Demonstrates ability to maintain positive interpersonal relationships with staff and visitors
- G Demonstrates knowledge of routine business/financial operations including standard accounting procedures
- H Demonstrates knowledge of mail processing
- I Demonstrates knowledge of purchasing, including warehouse, inventory, storage, ticketing merchandise, receiving and deliveries
- J Demonstrates knowledge of standard personnel procedures
- K Demonstrates knowledge of medical records including record storage and retrieval duties, admission/discharge record duties, preparation of selected certificates
- L Demonstrates patient release procedures, releasing patient information and obtaining required signatures
- M Demonstrates knowledge of hospital services/marketing/public relations, including role responsibilities and department procedures
- N Demonstrates knowledge of laboratory clerical including, general laboratory, maintainig supplies, records, preparation and maintenance
- O Demonstrates knowledge of OB birth clerk
- P Demonstrates knowledge of x-ray clerical

10.00	35.00
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10 THERAPEUTIC

- A Demonstrates knowledge of hospital services/pharmacy assistant including clerical duties and medical dispensation
- B Demonstrates knowledge of facility rules, regulations and codes.
- C Demonstrates knowledge of clerical/receptionist duties
- D Demonstrates knowledge of hospital services/physical therapy aide including transportation/transfer duties of ambulatory and non-ambulatory patients.
- E Exercises application of heat/cold and related treatments, hydrotherapy and massage.

10.00	35.00
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11 DIAGNOSTIC

- A Demonstrates knowledge of hospital services/pulmonary laboratory/respiratory therapy including, test preparation and procedures, post test procedures and supply functions
- B Demonstrates knowledge of hospital services/EKG including EKG records, test preparation, testing procedures, follow up and other procedures
- C Demonstrates knowledge of hospital services/laboratory assistant including; general laboratory, bacteriological, preparation of materials, preparations and maintenance, chemistry, urinalysis and hematology procedures
- D Demonstrates knowledge of hospital services/surgery including operating room suites, anesthesia area, sterile room, recovery room, reception area, and clean room
- E Indicates appropriate behavior with patients
- F Demonstrates ability to provide clerical support and knowledge of reception areas
- G Indicates ability to maintain proper record keeping of supplies and records in ancillary areas
- H Displays knowledge of general operations and general procedures in work areas
- I Demonstrates ability in transfer of patients
- J Applies knowledge of radiology and darkroom
- K Indicates and identifies special projects
- L Recognizes procedures in ultra sound dark room
- M Demonstrates knowledge of dietary services/tray line/meal delivery/restocking of cafeteria/meal pickup.

TOTAL HOURS

Class	OJT	Course
107.00	163.00	270.00