

**COURSE OUTLINE****Course:** 23456 INTRO TO HEALTH CAREERS**Total Course Hours:** 90.00**CBEDS Title:** MEDICAL CORE**CBEDS #:** 4225**Job Title(s):**

Medical Secretary

**Prerequisites:****Course Description:**

The medical core class for health occupation students includes general workplace competencies, standard precautions, and CPR for health professionals. Fundamentals of word stems, prefixes, and suffixes are presented with computer-assisted instruction. The basic body systems are reviewed, and anatomical and physiological terms are defined. Emphasis on medical spelling, word pronunciation, and definition of terms provides the foundation for a medical vocabulary. Included is an introduction to medical terminology. Integrated throughout the course are career preparation standards, which include basic academic skills, communication, interpersonal skills, problem solving, safety, technology, and other employment skills.

Upon successful completion of this medical core class students may be given preferential enrollment in ROP Health Occupations courses as long as they meet all other pre-entrance requirements.

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.

3.00	
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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).

3.00	
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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.
- C Differentiate between morality and ethics and the relationship of each to health care outcomes.
- D Differentiate between ethical and legal issues impacting health care.
- E Compare and contrast personal, professional, and organizational ethics.
- F Analyze legal and ethical aspects of confidentiality.
- G Discuss bio-ethical issues.
- H Demonstrate professionalism when interacting with fellow students, co-workers, and the organization.
- I Respect interdisciplinary roles of team members.
- J Report activities and behaviors by self and others that adversely affect the health, safety, or welfare of students, clients or co-workers.
- K Demonstrate fairness and equal treatment of all persons.
- L Examine the Patient Bill of Rights and practice responsibly within the ethical framework.
- M Value clients independence and determination.

Hours	
Class	OJT

3.00		<p><b>4 <u>LEADERSHIP AND TEAMWORK</u></b></p> <p><b>A</b> Describes the characteristics and benefits of teamwork and leadership.</p> <p><b>B</b> Demonstrates ability to make appropriate decisions.</p> <p><b>C</b> Works well with others and gives/takes constructive criticism.</p> <p><b>D</b> Communicate verbally and non-verbally with team colleagues to assure the result for the client.</p> <p><b>E</b> Collaborate with others to formulate team objectives.</p> <p><b>F</b> Act responsibly as a team member, completing assigned tasks in a timely and effective manner.</p> <p><b>G</b> Actively listen to other team members.</p> <p><b>H</b> Exercise leadership skills as appropriate.</p> <p><b>I</b> Respect and value the expertise and contributions of all team members.</p> <p><b>J</b> Work collaboratively to with persons from diverse backgrounds to accomplish a common goal.</p> <p><b>K</b> Acknowledge conflict and take corrective action.</p> <p><b>L</b> Exhibit strong use of team identity and commitment to purpose.</p>
12.00	3.00	<p><b>5 <u>CAREER PLANNING</u></b></p> <p><b>A</b> Prepares a finished, professional portfolio showing the best work that has been completed during the class.</p> <p><b>B</b> Locates job opportunities through the use of want-ads and placement agencies.</p> <p><b>C</b> Visits at least one facility related to area of training and observes jobs performed.</p> <p><b>D</b> Completes a job application correctly.</p> <p><b>E</b> Prepares for and critiques a simulated employment interview.</p> <p><b>F</b> Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity.</p> <p><b>G</b> Identifies acceptable procedures to leave a job.</p> <p><b>H</b> Applies for a scholarship.</p> <p><b>I</b> Completes a professional resume.</p> <p><b>J</b> Demonstrates appropriate personal grooming and dress.</p>
3.00		<p><b>6 <u>COMMUNICATION</u></b></p> <p><b>A</b> Uses effective workplace conversation.</p> <p><b>B</b> Reads and interprets written information and directions.</p> <p><b>C</b> Practices various forms of written communication appropriate to the occupation.</p>
5.00		<p><b>7 <u>STUDENT OUTCOMES</u></b></p> <p><b>A</b> Demonstrates Occupational Specific, Communication and Critical Thinking Skills</p> <p><b>B</b> Demonstrates Responsible Work Ethics</p> <p><b>C</b> Demonstrates Career/Employment Literacy</p> <p><b>D</b> Demonstrates Effective Use of Technology</p>
11.00		<p><b>8 <u>HUMAN STRUCTURE AND FUNCTION, DISEASES AND DISORDERS</u></b></p> <p><b>A</b> Describe the basic structures and functions of cells, tissues, organs, and systems as they relate to homeostasis.</p> <p><b>B</b> Compare relationships among cells, tissues, organs, and systems.</p> <p><b>C</b> Explain body planes, directional terms, quadrants, and cavities.</p> <p><b>D</b> Analyze the interdependence of the body systems as they relate to wellness, disease, disorders, therapies, and care/rehabilitation.</p> <p><b>E</b> Compare selected diseases/disorders including respective classifications, causes, diagnoses, therapies, and care/rehabilitation to include biotechnical applications.</p> <p><b>F</b> Contrast the various types of immunities.</p> <p><b>G</b> Analyze body system changes in light of diseases, disorders, and wellness.</p> <p><b>H</b> Compare the aging process among the body systems.</p> <p><b>I</b> Analyze the cause and effect on the health care system change based on the influence of: technology, epidemiology, bio-ethics, socio-economics, and various forms of complimentary (non-traditional) medicine.</p>

Hours	
Class	OJT

2.00	
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**9 REPORTING**

- A Report relevant information in order of occurrence.
- B Report subjective information.
- C Report objective information.

2.00	
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**10 TECHNICAL REPORTS**

- A Organize, write, and compile technical information summaries.
- B Interpret, transcribe, and communicate information, data, and observations using medical terminology within scope of practice.
- C Organize records and files to maintain data as required.
- D Use communication technology (fax, e-mail, internet) to access and distribute data and other information.

2.00	
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**11 HEALTH CARE DELIVERY SYSTEM**

- A Discuss the healthcare delivery system.
- B Discuss the major components of the health care delivery system, facilities, providers, and entities.
- C Discuss alternative medicine.
- D Discuss reimbursement methods, types of insurance and coverage.
- E Understand the team concept in providing quality patient care.
- F Recognize characteristics of effective teams.
- G Analyze roles of various team participants (team leader, team member).
- H Respond to critical situations appropriately as a member of a team.
- I Accept compromise as necessary to ensure the best outcome.

2.00	
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**12 SYSTEM CHANGE**

- A Analyze the cause and effect on health care system change based on the influence of: technology, epidemiology, bio-ethics, socio-economics, and various forms of complimentary (non-traditional) medicine.

4.00	
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**13 CAREER DECISION-MAKING**

- A Explore a potential health science career path in at least one of the following health care services: diagnostic, therapeutic, information, or environmental.
- B Consider the levels of education, credentialing requirements, employment opportunities, workplace environments, and career growth potential for the service area.

4.00	
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**14 LEGAL PRACTICES**

- A Perform duties according to regulations, policies, laws, and legislated rights of clients.
- B Maintain patients rights according to the Patients Bill of Rights.
- C Maintain confidentiality.
- D Practice within licensure, certification, registration, and legislated scope of practice.
- E Apply the doctrine of informed consent.
- F Practice standard of care within scope of practice.
- G Evaluate technological threats to confidentiality.
- H Follow mandated standards for workplace safety, i.e., OSHA, CDC, CLIA, HIPAA.
- I Apply mandated standards for harassment, labor, and employment laws.

4.00	
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**15 INFECTION CONTROL**

- A Use Standard Precautions as described in the rules and regulations set forth by the Occupational Safety and Health Administration (OSHA).
- B Practice infection control procedures: standard precautions, transmission precautions (airborne, droplet, contact).
- C Practice appropriate cleaning, disinfecting, and sterilizing processes.
- D Compare and contrast medical and surgical asepsis.
- E Analyze methods to control the spread of pathogenic microorganisms.

Hours	
Class	OJT

2.00	
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**16 PERSONAL SAFETY**

- A Apply safety procedures to protect clients, co-workers, and self.
- B Manage a personal exposure incident in compliance with OSHA regulations.
- C Apply principles of body mechanics and ergonomics.
- D Use common personal protective equipment as appropriate to the environment.

4.00	
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**17 ENVIRONMENTAL SAFETY**

- A Modify the environment to create safe working conditions.
- B Demonstrate methods of fire prevention in the health care setting.
- C Prevent accidents by using proper safety techniques.
- D Practice good housekeeping by maintaining a safe work environment.

2.00	
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**18 COMMON SAFETY HAZARDS**

- A Use Material Safety Data Sheets (MSDS).
- B Adhere to hazardous labeling requirements.
- C Comply with safety signs, symbols, and labels.
- D Take appropriate action when observing a hazardous material problem.
- E Apply safety principles at the school and workplace.
- F Appropriately handle hazardous chemicals commonly used in the health care environment.

16.00	
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**19 EMERGENCY PROCEDURES AND PROTOCOLS**

- A Locate the evacuation plan for the health care setting.
- B Construct a basic emergency plan for a selected health care setting in response to a natural disaster or other emergency that disrupts the ability to provide care.
- C Complete requirements for CPR.
- D Complete requirements for First Aid certification.

**TOTAL HOURS**

Class	OJT	Course
87.00	3.00	90.00