

VALLEY ROP COURSE OUTLINE

COURSE TITLE: MEDICAL OCCUPATIONS

VALLEY ROP #: HSM-4266-MedOcc
CDE #: 4685

CBEDS TITLE: PWI Health Care
CBEDS #: 4226

CTE SECTOR: Health Science & Medical Terminology
CTE PATHWAY: Support Services

JOB TITLES:

Medical Careers: (in demand)	
Emergency Medical Technicians and Paramedics	29-2041.00
Medical Records and Health Information Technicians	29-2071.00
Medical Assistants	31-9092.00
Medical and Clinical Lab Techs	29-2011.00
Medical Secretaries	43-6013.00
Medical Transcriptionists	31-9094.00
Health Careers: (in demand)	
Occupational Health and Safety Specialists	11-9111.00
Medical and Health Services Managers	11-9011.00
Mental Health Counselors	21-1014.00
Home Health Aides	31-1011.00
Medical and Public Health Social Workers	21-1022.00
Environmental Scientists and Specialists	19-2041.00
Hospital Careers: (in demand)	
Medical and Public Health Social Workers	21-1022.00
Dietitians and Nutritionists	29-1031.00
Nursing Aides, Orderlies, and Attendants	31-1012.00
Pharmacists	29-1051.00

COURSE DESCRIPTION:

This course introduces students to the diverse occupations in the medical, health, and hospital career areas. They become familiar with post-secondary educational opportunities and requirements as well as with entry-level occupations. The students will gain knowledge of the health industry, its traditional and nontraditional career paths, medical law and ethics, meeting clients' diverse needs, and human growth and development. They will review communications relative to the medical industry. They will conduct career research including job shadowing and interviewing medical/health professionals.

DATE APPROVED: October 2006
REVISED DATE: December 2008; May 2009

HOURS: 180 per year
CREDITS: 10 per year

PREREQUISITES: None

GRADE LEVEL: 11-12

TEXTBOOKS:

Introduction to Health Occupations, Badasch, S. & Chesebro, D. and
Workbook

RESOURCES:

Taber's Cyclopedia Medical Dictionary and/or
Mosby's Medical Dictionary
Career Development for Health Professionals,
Haroun, L.

COURSE COMPETENCIES:

Upon completion of this course, the student will:

1. Describe the roles of selected medical/health professionals, including personal characteristics, requirements of positions, levels of education, and credentialing/licensing requirements.
2. Identify post secondary educational institutions offering medical/health professional degrees.
3. Demonstrate an understanding of medical terminology.
4. Understand cultural diversity pertaining to the needs of patients and residents.
5. Become aware of basic anatomy and physiology .
6. Understand, communicate, and practice ethical behaviors in the medical/health care settings.
7. Demonstrate problem solving and critical thinking related to medical/health care situations.
8. Explore and investigate various careers within the medical/health care industry.
9. Develop job search skills.
10. Obtain specified hours in job shadowing and interviews/meetings with medical/health professionals and complete a report based on these experiences.

INSTRUCTIONAL METHODS:

1. Lectures
2. Videos, PowerPoint, Transparencies
3. Guest Speakers
4. Research
5. Role Play
6. Case Studies
7. Interviewing
8. Job Shadowing
9. Team Work
10. Career Portfolio

EVALUATION METHODS:

Assessment opportunities, which allow continuous evaluation of students' progress, will be embedded throughout the course and should be a learning experience. All students will be expected to achieve mastery of all topics; often, demonstrations of mastery will occur in a public forum. The following strategies, which include both formal and informal assessment techniques will include, but are not limited to:

1. Participation with job shadowing and interviewing
2. Objective written exams
3. Essays involving case studies
4. Role play scenarios
5. Research reports
6. Oral reports
7. Team skills
8. Peer critiques

COURSE OUTLINE:

<u>Topics</u>	<u>Hours</u>
History of Medical/Health Care Industry	10
<ul style="list-style-type: none">• Describe health care yesterday and today• Cost/Reimbursement• Multiple delivery systems	
Community Health Issues	10
<ul style="list-style-type: none">• Non-Traditional approaches to health care• Technological advances• Current reform issues	
Occupations in the Medical/Health Care Industry	10
<ul style="list-style-type: none">• Career pathways• Job specific roles and responsibilities• Education and training• Future trends	
Ethical and Legal Responsibilities	25
<ul style="list-style-type: none">• Bio-ethics• Worker group• Professional integrity• Liability/malpractice• Confidentiality• Standard of care• Patient rights• Professional conduct• Health care protocols	
Communications	20
<ul style="list-style-type: none">• Problem solving• Critical thinking• Priority setting within organizations• Team building/Group dynamics• Leadership development• Verbal and non-verbal communication skills	
Medical Terminology	30
<ul style="list-style-type: none">• Prefix, suffix, combining• Use of medical dictionary	
Introduction to Anatomy and Physiology	15
Cultural Diversity	25
<ul style="list-style-type: none">• Describe stages & characteristics of growth & development from infancy to older adult• Define health and wellness• Define process of disease• Explore life and death continuum• Identify proper nutrition, age appropriate diet, and cultural issues related to food• Identify social and cultural influences on health care• Explore varying attitudes towards illness and Health care.• Explore the stages of grief and dying• Discuss the importance of cultural diversity when dealing with residents and patients	

Career Search

20

- Develop a personal decision matrix to assist in finding the right medical/health career.
- Research the various medical/health professions as to position responsibilities, education and personal attribute requirements.
- Explore jobs to careers.
- Compare and contrast various medical and health career agencies.

Career Preparation Standards

15

Total**180 Total Hours**

CAREER PREPARATION STANDARDS

- A. **PERSONAL SKILLS** - Students will understand how personal skill development affects their employability. This skill includes positive attitudes, self-confidence, honesty, responsibility, initiative, self-discipline, personal hygiene, time management, and the capacity for lifelong learning.
1. Demonstrate an understanding of classroom policies and procedures.
 2. Discuss importance of the following personal skills in the business environment:
 - a. positive attitude
 - b. self-confidence
 - c. honesty
 - d. perseverance
 - e. self-management/work ethic
 - f. pride in product/work
 - g. dependability
 3. Identify acceptable work attire.
 4. Establish goals for self-improvement and further education/training.
 5. Prioritize tasks and meet deadlines.
 6. Understand the importance of initiative and leadership.
 7. Understand the importance of lifelong learning in a world of constantly changing technology.
- A. **INTERPERSONAL SKILLS** - Students will understand key concepts on group dynamics, conflict resolution, and negotiation. This skill includes the ability to work cooperatively, accept supervision, assume leadership roles, and show respect for others. This standard includes an understanding of sexual harassment laws and an appreciation of cultural diversity in the workplace.
1. Identify and discuss behaviors of an effective team.
 2. Explain the central importance of mutual respect in the workplace relations.
 3. Discuss and demonstrate strategies for conflict resolution and negotiation, and explain their importance within the business environment.
 4. Understand laws that apply to sexual harassment in the workplace, and identify tactics for handling harassment situations.
 5. Work cooperatively, share responsibilities, accept supervision and assume leadership roles.
 6. Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups.
- B. **THINKING AND PROBLEM-SOLVING SKILLS** - Students will exhibit critical and creative thinking skills, logical reasoning, and problem-solving. These skills include applying basic skills in order to calculate, estimate, measure; identify, locate, and organize information/data; interpret and follow directions from manuals, labels, and other sources; analyze and evaluate information and solutions.
1. Recognize the importance of good academic skills and implement a plan for self-improvement as needed.
 2. Read, write, and give directions.
 3. Exhibit critical and creative thinking skills and logical reasoning skills, and employ these skills for problem solving.
 - a. Work as a team member in solving problems.
 - b. Diagnose the problem, its urgency, and its causes.
 - c. Identify alternatives and their consequences.
 - d. Explore possible solutions.
 - e. Compare/contrast the advantages and disadvantages of alternatives.
 - f. Determine appropriate action(s).
 - g. Implement action(s).
 - h. Evaluate results of action(s) taken.

- C. COMMUNICATION SKILLS - Students will understand principles of effective communication. This standard includes effective oral and written communication, listening skills, following and giving directions, requesting and giving information, asking questions.
1. Use communication concepts in application of skills, techniques, and operations.
 - a. Prepare written material.
 - b. Analyze written material.
 2. Understand and implement written instructions, from technical manuals, written communications, and reference books.
 3. Present a positive image through verbal and nonverbal communication, and understand the power of body language in communication.
 4. Demonstrate active listening through oral and written feedback.
 5. Give and receive feedback.
 6. Demonstrate assertive communications (both oral and written).
 7. Demonstrate proper etiquette in workplace communications, including an awareness of requisites for international communications (languages, customs, time zones, currency and exchange rates).
 8. Demonstrate writing/editing skills as follows:
 - a. Write, proofread, and edit work.
 - b. Use correct grammar, punctuation, capitalization, vocabulary, and spelling.
 - c. Select and use appropriate forms of technology for communication.
 9. Exhibit a proficiency in the use of reference books.
 10. Research, compose, and orally present information for a variety of business situations utilizing appropriate technology.
- D. OCCUPATIONAL SAFETY - Students will understand occupational safety issues, including the avoidance of physical hazards in the work environment. This includes the safe operation of equipment, proper handling of hazardous materials, appropriate attire and safety accessories, avoidance of physical injuries, interpretation of warning and hazard signs and terminology, and following and understanding safety-related directions.
1. Discuss and implement good safety practices, including the following (if applicable to course):
 - a. personal
 - b. lab
 - c. fire
 - d. electrical
 - e. equipment
 - f. tools
 - g. interpretation of Material Safety Data Sheets (MSDSs)
 - h. Environmental Protection Agency (EPA)
 - i. Occupational Safety and Health Administration (OSHA)
 - j. American Red Cross Standards (ARC)
 - k. Networking Safety Standards
 2. Apply sound ergonomic principles in organizing one's work space.
- E. EMPLOYMENT LITERACY - Students will understand career paths and strategies for obtaining employment within their chosen field. This includes traditional job preparation skills, such as resumes, application forms, cover letters, sources of employment information, and interviewing skills, but also includes an overview of the industry and an understanding of labor market trends.
1. Explore career opportunities and projected trends; investigate required education, training and experience; and develop an individual education plan.
 2. Identify steps for setting goals and writing personal goals and objectives.
 3. Examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities.
 4. Develop a career portfolio, including the following documents:
 - a. job application

- b. resume(s)
- c. appropriate cover and follow-up correspondence
- 5. Identify and demonstrate effective interviewing techniques.
- F. TECHNOLOGY LITERACY - Students will understand and adapt to changing technology by identifying, learning, and applying new skills to improve job performance. Students should understand the role of technology in their chosen field and should be able to use all appropriate technology. Students should also feel confident in their ability to learn new technology by generalizing from what they know, adapting skills to new situations, and identifying and using sources of information and of further learning.
 - 1. Demonstrate the ability to use personal computers for loading and retrieving data, information gathering, measurements, and writing.
 - 2. Identify the characteristics and explain the importance of adapting to changes, being flexible, and evaluating goals when working in the industry.
 - 3. Understand the importance of lifelong learning in adapting to changing technology.
- G. IMPORTANCE OF ETHICS – Students will understand proper ethics in the workplace.
 - 1. Discuss social and ethical responsibilities in the industry.
 - 2. Demonstrate ethical choices in workplace situations.
- X. Combination of Work Site Learning and Observing Activities; i.e.,
 Job Shadowing, Interviewing Medical/Health Professionals; Field Trips to Agencies, etc. 25

Total Hours

180