



<p align="center">NATIONAL HEALTHCARE FOUNDATION STANDARDS AND ACCOUNTABILITY CRITERIA (updated 2012)</p>	<p align="center">Minnesota State Colleges and Universities HealthForce MN HEALTHCARE CORE CURRICULUM</p>	<p align="center">Nurse Aide Training and Competency Evaluation (NATCEP) Requirements</p>
<p>http://www.healthscienceconsortium.org/standards.php</p>	<p align="center">4 Academic Credits</p> <p>Behaviors for Success in Healthcare Settings: . 5 Credit 8 Hours Includes</p> <ul style="list-style-type: none"> • Health Career Exploration <p>Communications in Healthcare Settings:1 Credit 16 Hours Awareness and Sensitivity to Client Needs:5 Credit 8 Hours Respecting Client and Staff Diversity: 5 Credit 8 Hours Healthcare Safety and Standard Precautions: . 5 Credit 8 Hours Legal Issues in Healthcare: 5 Credit 8 Hours Healthcare Ethics: 5 Credit 8 Hours</p>	<p>From State Operations Manual: 4132.2D - Minimum Curriculum Requirements</p> <p>A program must also include at least 16 hours of classroom instruction prior to a trainee's direct involvement with a resident.</p>

Foundation Standard 1: Academic Foundation

<p>Healthcare professionals will know the academic subject matter required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in a health science program of study.</p> <p>Accountability Criteria</p> <p>1.1 Human Structure and Function</p> <p>11. Classify the basic structural and functional organization of the human body (tissue, organ, and system).</p> <p>12. Recognize body planes, directional terms, quadrants, and cavities.</p> <p>13. Analyze the basic structure and function of the human body.</p>	<p>Not in the Core Curriculum.</p> <p>Students can take Intro to A&P, Biology or equivalent.</p>	
<p>1.2 Diseases and Disorders</p> <p>21. Research common diseases and disorders of each body system (prevention, pathology, diagnosis, and treatment).</p> <p>22. Research emerging diseases and disorders.</p> <p>23. Investigate biomedical therapies as they relate to the prevention, pathology, and treatment of disease.</p>	<p>Not in the core Curriculum Covered in A&P or equivalent</p>	
<p>1.3 Medical Mathematics</p> <p>31. Apply mathematical computations related to healthcare procedures (metric and household, conversions and measurements).</p> <p>32. Analyze</p>	<p>Not in the Core Curriculum</p>	

33.	diagrams, charts, graphs, and tables to interpret healthcare results. Record time using the 24-hour clock.	
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Foundation Standard 2: Communications

<p>Healthcare professionals will know the various methods of giving and obtaining information. They will communicate effectively, both orally and in writing.</p> <p>Accountability Criteria</p> <p>2.1 Concepts of Effective Communication</p> <p>11. Interpret verbal and nonverbal communication.</p> <p>12. Identify barriers to communication.</p> <p>13. Report subjective and objective information.</p> <p>14. Interpret the elements of communication using a basic sender-receiver-feedback model.</p> <p>15. Apply speaking and active listening skills.</p> <p>16. Modify communication to meet the needs of the patient/client and to be appropriate to the situation.</p>	<p>Communications in Healthcare Settings This module emphasizes the importance of effective communication between and among healthcare workers and their clients. Included are verbal and non-verbal communication, listening skills, interpersonal communication, team communication, and documentation and reporting, and the use of electronic communication devices in healthcare facilities. Focus is on the development of effective communication skills to support quality client care.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">1. Describe the components of verbal and non-verbal communication and situations in which these skills can be effectively used.</td> <td style="width: 50%; padding: 5px;">1. Name two types of communication and give examples of each. 2. Describe the components of communication. 3. List examples of barriers to effective communication.</td> </tr> <tr> <td style="padding: 5px;">2. Explain how active listening skills can improve client and team communication.</td> <td style="padding: 5px;">1. List basic listening skills. 2. Describe active listening skills.</td> </tr> <tr> <td style="padding: 5px;">3. Use a variety of communication techniques to achieve effective interpersonal and team communication.</td> <td style="padding: 5px;">1. Select effective verbal communication techniques. 2. Recognize effective non-verbal communication skills and skills to promote communication with clients/individuals who have difficulty hearing, seeing, speaking or have language barriers. 3. List basic telephone usage. 4. Demonstrate telephone message taking skills.</td> </tr> <tr> <td style="padding: 5px;">4. Describe communication skills that are important when managing conflict.</td> <td style="padding: 5px;">1. Define conflict. 2. List causes of conflict. 3.. List groups in which conflict occurs 4. List communication skills that are important when managing conflict</td> </tr> <tr> <td style="padding: 5px;">5. 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Some examples of abnormal changes are:</p> <ul style="list-style-type: none"> • Shortness of breath; • Rapid respiration; • Fever; • Coughs; • Chills; • Pains in chest; • Blue color to lips; • Pain in abdomen; • Nausea; • Vomiting; • Drowsiness; • Excessive thirst; • Sweating; • Pus; • Blood or sediment in urine; difficulty urinating; • Frequent urination in small amounts; • Pain or burning on urination; and • Urine has` dark color or strong odor.
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<p>2.2 Medical Terminology</p> <p>21. Use roots, prefixes, and suffixes to communicate information.</p> <p>22. Use medical abbreviations to communicate information.</p>	<p>1. Identify common roots, prefixes, and suffixes to communicate information.</p> <p>2. Identify medical abbreviations to communicate information. (See Communication 5.6 and 5.7)</p>																	

Foundation Standard 3: Systems

<p>Healthcare professionals will</p>	<p>Behaviors for Success in Healthcare Settings</p> <p>This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes</p>	
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understand how their role fits into their department, their organization and the overall healthcare environment. They will identify how key systems affect services they perform and quality of care.

Accountability Criteria

3.1 Healthcare Delivery Systems

- 11. Understand the healthcare delivery system (public, private, government, and non-profit).
- 12. Describe the responsibilities of consumers within the healthcare system.
- 13. Assess the impact of emerging issues on healthcare delivery systems.
- 14. Discuss healthcare economics and common methods of payment for healthcare.

types of health care facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, and approaches needed to assist clients, expectations of teams and team members, common healthcare facility policies and requirements, and selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of health care and balance their work and personal life to maintain personal wellness.

1. Under Health Maintenance Practice Standard 9	
2. Under: Foundation Standard 9: Health Maintenance Practices	
3. Under Standard 4: Employability skills	
4. Identify quality issues in healthcare facilities and their impact on healthcare workers and delivery of care.	<ul style="list-style-type: none"> 1. Define quality in healthcare. 2. List several issues in delivering quality healthcare.
5. Describe the responsibilities of users of the health care system.	
6. Describe selected types of healthcare facilities/systems including <ul style="list-style-type: none"> a. organizational and financial structure, b. departments and services, c. type and levels of healthcare employees, d. and common policies and requirements 	<ul style="list-style-type: none"> 1. Identify the structure, department, personnel, and services of acute care hospitals. 2. Identify the structure, department, personnel, and services of long-term care facilities. 3. Identify the structure, department, personnel, and services of physicians' offices/clinics. 4. Identify the structure, department, personnel, and services of ambulatory care/urgent care centers. 5. Identify the structure, department, personnel, and services of mental health care facilities. 6. Identify the structure, departments, personnel, and services of community and home health facilities. 7. Identify the ways (educational and entry requirements) in which individuals can enter and advance within a healthcare career. 8. Name lines of authority. 9. Identify common facility policies.
7. Describe the different health care delivery systems (public, private, government, and non-profit).	<ul style="list-style-type: none"> 1. Compare public vs. private delivery of health care 2. Discuss private vs. government delivery of health care 3. Explain non-profit delivery system
8. Using a problem solving process applied to healthcare situations, describe behaviors for success in healthcare.	1. Discuss the problem-solving process as applied to behaviors for success in healthcare settings utilizing team approach.

Foundation Standard 4: Employability Skills

Healthcare professionals will understand how employability skills enhance their employment opportunities and job satisfaction. They will demonstrate key employability skills and will maintain and upgrade skills, as needed.

Accountability Criteria

4.1 Personal Traits of the Healthcare Professional

Classify the personal traits and attitudes desirable in a member of the healthcare team. Summarize professional standards as they apply to hygiene, dress, language, confidentiality and behavior.

4.2 Employability Skills

- 4.21 Apply employability skills in healthcare.

4.3 Career Decision-making

- 31. Discuss levels of education,

Behaviors for Success in Healthcare Settings

This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes types of health care facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, and approaches needed to assist clients, expectations of teams and team members, common healthcare facility policies and requirements, and selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of health care and balance their work and personal life to maintain personal wellness.

2. Describe the expectations employers have of healthcare personal.	<ul style="list-style-type: none"> 1. Identify key components of a job application. 2. Discuss ways to prepare for an interview. 3. Discuss expectations for attendance and punctuality. 4. Discuss dress and hygiene standards 5. Discuss productive work habits. 6. Describe the function of a team. 7. Discuss behaviors that support the care of clients. 8. List workers' rights and responsibilities.
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Behaviors for Success in Healthcare Settings

This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes types of health care facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, and approaches needed to assist clients, expectations of teams and team members, common healthcare facility policies and requirements, and

<p>credentialed requirements, and employment trends in healthcare.</p> <p>32. Compare careers within the health science career pathways (diagnostic services, therapeutic services, health informatics, support services, or biotechnology research and development).</p> <p>4. Employability Preparation</p> <p>41. Develop components of a personal portfolio.</p> <p>42. Identify innovative strategies for obtaining employment.</p>	<p>selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of health care and balance their work and personal life to maintain personal wellness.</p>	
	<p>1. Discuss healthcare fields and the types of workers needed.</p> <p>1.</p>	<p>1. Identify a variety of healthcare workers, their scope of work, education and licensure/credential requirements.</p> <p>2. Identify eligibility requirements for healthcare employment, including criminal background checks and child labor laws.</p> <p>3. Identify the ways (educational and entry requirements) in which individuals can enter and advance within a healthcare career.</p>
	<p>2. Discuss ways healthcare personal can balance their work and personal life to maintain personal</p>	<p>1. Discuss dimensions of wellness and a wellness lifestyle.</p> <p>2. Discuss behaviors that promote health and wellness.</p> <p>3. Describe strategies for the prevention of diseases including health practices, screenings and examinations.</p> <p>4. Investigate complementary and alternative medicine (CAM) as it relates to wellness and disease prevention.</p>
	<p>3. Describe the expectations employers have of healthcare personal.</p>	<p>1. Identify key components of a job application</p> <p>2. Discuss ways to prepare for an interview.</p> <p>3. Discuss the use of resumes and personal portfolios in job interviews.</p> <p>4. Discuss expectations for attendance and punctuality.</p> <p>5. Discuss dress and hygiene standards</p> <p>6. Discuss productive work habits.</p> <p>7. Describe the function of a team.</p>

Foundation Standard 5: Legal Responsibilities

<p>Healthcare professionals will understand the legal responsibilities, limitations, and implications of their actions within the healthcare delivery setting. They will perform their duties according to regulations, policies, laws and legislated rights of clients.</p> <p>Accountability Criteria</p> <p>5.1 Legal Implications</p> <p>11. Analyze legal responsibilities and limitations.</p> <p>12. Apply procedures for accurate documentation and use of electronic and print health records (Not in our outcomes (see under IT)).</p> <p>5.2 Legal Practices</p> <p>21. Apply standards for the privacy and confidentiality of health information (HIPAA).</p> <p>22. Describe advance directives.</p> <p>23. Summarize the essential characteristics of a patient's basic rights within a healthcare setting.</p> <p>24. Understand informed consent.</p> <p>25. Differentiate laws governing harassment, labor and scope of practice</p>	<p>Legal Issues in Healthcare</p> <p>This module focuses on the legal issues related to clients and healthcare workers. Such areas as healthcare laws, client rights and responsibilities, confidentiality, liability, documentation, and regulation are explored. The relationship between ethics and legal issues is discussed as well as the impact law and regulation have on healthcare systems.</p>	<p>Promoting residents' independence; and Respecting residents' rights.</p> <p>6. Residents' Rights - The nurse aide should be able to demonstrate behavior that maintains residents' rights, including but not limited to:</p> <ul style="list-style-type: none"> a. Providing privacy and maintenance of confidentiality; b. Promoting the resident's right to make personal choices to accommodate their needs; c. Giving assistance in resolving grievances and disputes; d. Maintaining care and security of resident's personal possessions; 	
	<p>1. Explain the laws related to healthcare and their influence on the delivery system.</p>		<p>1. Define common legal terms.</p> <p>2. Name the federal laws related to Healthcare.</p> <p>3. Discuss MN state laws that relate to healthcare.</p> <p>4. Explain why everyone should have an advanced directive whether they are ill or not.</p> <p>5. Define differences between certification, registration and licensure.</p>
	<p>2. Describe one's legal responsibility related to abuse, neglect, exploitation, and the Vulnerable Adults Law.</p>		<p>1. Define abuse.</p> <p>2. Explain why abuse may occur</p> <p>3. Identify types of abuse</p> <p>4. Define neglect.</p> <p>5. Define exploitation</p> <p>6. Identify populations at risk for abuse, neglect or exploitation.</p> <p>7. Identify Federal and State laws protecting vulnerable persons.</p> <p>8. Explain an individual's legal responsibility if abuse or neglect is suspected.</p> <p>9. Explain a facilities legal responsibility if abuse or neglect is suspected.</p>
	<p>3. Explain client rights and responsibilities and how healthcare providers can ensure those rights.</p>		<p>1. Identify the purpose of the Patient's Bill of Rights.</p> <p>2. Identify the purpose of the Resident's Bill of Rights.</p> <p>3. Explain how to help client/individual's keep their rights.</p> <p>4. Discuss how to report and document a violation of patient rights.</p>
	<p>4. Describe the components of healthcare employee and healthcare facility liability when delivering client care.</p>		<p>1. Define: liability, negligence, malpractice and scope of practice.</p> <p>2. Discuss what a policy and procedure is.</p> <p>3. Describe how policy and procedures protect the worker and client from harm.</p>
	<p>5. Discuss how confidentiality must be maintained in healthcare facilities with clients and their medical records.</p>		<p>1. Define confidentiality.</p> <p>2. Discuss examples of confidential information,</p> <p>3. Discuss with whom confidential information can be shared</p> <p>4. Define libel and slander.</p>
	<p>6. Explore legal issues such as sexual harassment, wrongful discharge, negligence, malpractice and violence in the workplace.</p>		<p>1. Define terms: Sexual harassment, Wrongful discharge and Malpractice</p>
	<p>7. Identify the legal issues for accurate documentation,</p>		<p>1. Discuss accurate documentation</p> <p>2. Define Informed Consent</p> <p>3. Discuss Advanced Directives</p>

	informed consent and advanced directives.		e. Providing care which maintains the resident free from abuse, mistreatment, and neglect, and reporting any instances of such treatment to appropriate facility staff; and
	8. Using a problem solving process applied to healthcare situations, describe how laws influence healthcare facilities and the care of clients.	1. Discuss the problem solving process as applied to legal issues in health care utilizing a team approach	
	9. Describe the consequences of inappropriate use of health data (including use of social media and email) in terms of disciplinary action.	1. Define social media 2. Discuss inappropriate use of social media 3. Describe consequences when social media is inappropriately used.	f. Avoiding the need for restraints in accordance with current professional standards

Foundation Standard 6: Ethics

<p>Healthcare professionals will understand accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment. They will perform quality healthcare delivery.</p> <p>Accountability Criteria</p> <p>6.1 Ethical Practice</p> <p>11. Differentiate between ethical and legal issues impacting healthcare (Not addressed).</p> <p>12. Recognize ethical issues and their implications related to healthcare.</p> <p>13. Utilize procedures for reporting activities and behaviors that affect the health, safety, and welfare of others.</p>	Healthcare Ethics		
	This module emphasizes the use of sound ethical practices in healthcare. Included are ethical principles and standards as they relate to the care of clients and interactions with peers, colleagues, and team members. Ethical frameworks are provided for discussion on understanding the types of ethical challenges in healthcare and the difficult decisions that need to be made.		
	1. Describe dimensions of values as they impact health care.	<ol style="list-style-type: none"> 1. Define values 2. Discuss the importance of values 3. Explain how values are developed 4. Identify personal values. 5. Identify key values in health care. 6. Discuss how professional values impact on performance and behavior 	
	2. Describe basic principles of professional relationships.	<ol style="list-style-type: none"> 1. 1. Define professional boundaries 2. Identify elements of professional relationship 3. Explain why boundary violations may occur 4. 4. Discuss how to prevent violations of professional boundaries 	
	3. Describe aspects of ethical decision making in health care	<ol style="list-style-type: none"> 1. Define Ethics: 2. Define Code of Ethics 3. Explain the purpose of a Code of Ethics 4. Identify steps/framework for ethical decision making 5. Discuss the difference between legal "guidelines" and ethical decision-making. 	
	4. Using an ethical decision making model applied to health care situations, describe how ethics influence the care of clients.	<ol style="list-style-type: none"> 1. Define ethical dilemma 2. Identify current ethical dilemmas. 3. 3. Discuss the problem solving process as applied to ethical issues in health care utilizing a team approach. 	
5. Explain how an individual's diversity, socioeconomic or religious beliefs could lead to potential ethical differences with that of other health care employees.			
<p>6.2 Cultural, Social, and Ethnic Diversity</p> <p>21. Research religious and cultural values as they impact healthcare and develop plans/guidelines for addressing cultural diversity.</p> <p>22. Demonstrate respectful and empathetic treatment of ALL patients/clients (customer service).</p>	Respecting Client and Staff Diversity		
	This module provides a framework for dealing with diverse clients and staff. Included are belief systems, cultural practices, and respect and sensitivity to cultural and gender issues. Awareness and use of effective strategies to appropriately deal with client and staff diversity are emphasized.		
	1. Describe one's personal belief system.	<ol style="list-style-type: none"> 1. Discuss the role of culture in developing a belief system. 2. Explain what is meant by a Belief system. 3. Identify the learner's personal belief system. 4. 4. Identify extrinsic factors that may influence personal belief systems 	
	2. Explain the belief systems and practices of diverse cultures	<ol style="list-style-type: none"> 1. List cultures found within a healthcare setting 2. Describe the belief systems (cultural values, behavior practices, communication patterns, and methods of perceiving, judging, and organizing daily life) of ethnic cultures and subcultures 3. Describe the "isms" 4. Describe belief systems pertaining to gender. 5. Describe belief systems pertaining to age. 	
	3. Explore personal responsibility as a healthcare worker to treat each person as an individual (customer service).	<ol style="list-style-type: none"> 1. Discuss cultural stereotyping 2. Identify personal cultural prejudices 3. Identify cultural interactions with team members and clients 	
4. Discuss the appropriate workplace expectations to interact with team members and care for clients from diverse cultures, genders, and/ or age groups	<ol style="list-style-type: none"> 1. Identify workplace expectations for team members and clients of diverse cultures, genders, and age groups 2. Discuss the problem-solving process as applied to the issue of 		

5. Using a problem solving process applied to healthcare situations, describe how healthcare employees can respect client and staff diversity	diverse cultures and their belief systems and practices in healthcare utilizing a team approach.
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Foundation Standard 7: Safety Practices

<p>Healthcare professionals will understand the existing and potential hazards to clients, co-workers, and self. They will prevent injury or illness through safe work practices and follow health and safety policies and procedures.</p> <p>Accountability Criteria</p> <p>7.1 Infection Control</p> <p>11. Explain principles of infection control.</p> <p>12. Assess methods of controlling the spread and growth of microorganisms.</p> <p>7.2 Personal Safety</p> <p>21. Apply personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations.</p> <p>22. Apply principles of body mechanics.</p> <p>7.3 Environmental Safety</p> <p>7.31 Apply safety techniques in the work environment.</p> <p>7.4 Common Safety Hazards</p> <p>41. Recognize Materials Safety Data Sheets (MSDS).</p> <p>42. Comply with safety signs, symbols, and labels.</p> <p>7.5 Emergency Procedures and Protocols</p> <p>51. Practice fire safety in a healthcare setting.</p> <p>52. Apply principles of basic emergency response in natural disasters and other emergencies.</p>	<p>Healthcare Safety and Standard Precautions</p> <p>This module focuses on the rules and standards related to regulatory policies required of healthcare facilities as well as personal safety standards and requirements to work in healthcare settings. Included are the principles and standards of infection control, standard precautions, healthcare facility safety policies, strategies to ensure personal and client safety, and procedures to respond to emergencies.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>1. List regulatory agencies and the requirements they set for safety standards for healthcare facilities, their employees, and clients.</p> <p>2. Explain the current requirements of standard precautions and the procedures used at a variety of healthcare facilities to support those standards.</p> <p>3. Describe the methods healthcare facilities use to achieve physical, chemical, and biological safety.</p> <p>4. Describe principals and standards of infection control.</p> <p>5. Identify the ways in which healthcare workers can demonstrate personal and client safety use of Materials Safety Data Sheets (MSDS) and safety signs and symbols and labels.</p> <p>6. Describe proper handwashing and gloving.</p> <p>7. Explain the procedures used to respond to client and healthcare facility emergencies (including fire safety) and natural disasters.</p> <p>8. Using a problem solving process applied to healthcare situations; describe the critical principles and standards needed to ensure healthcare safety.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>1. Identify selected safety terminology relevant to healthcare.</p> <p>2. Identify the CDC and list its safety requirement(s) as they pertain to the healthcare environment.</p> <p>3. Identify OSHA and MDH, and list safety regulations as they pertain to the healthcare environment.</p> <p>4. Identify JCAHO and describe its role in regulating safety with the healthcare environment.</p> <p>5. Identify the OSHA Blood borne Pathogens Standard and list its requirements.</p> <p>1. Explain the purpose of standard precautions and when they are applied.</p> <p>2. List common pathogens.</p> <p>3. Identify PPE (personal protective equipment) and usage.</p> <p>4. List compliance measures for Blood borne Pathogens Standards.</p> <p>5. Identify types of Isolation Precautions and describe why isolation is used in a healthcare facility.</p> <p>6. Identify concerns and needs of clients in isolation.</p> <p>1. Explain physical hazards and list safe practice guideline</p> <p>2. Explain chemical hazards and their labeling requirements.</p> <p>3. Explain biological hazards & their safety guidelines</p> <p>1. Explain the purpose of standard precautions and when they are to be applied</p> <p>2. List guidelines that reduce the spread of infection.</p> <p>1. Identify common safety issues/injuries and guidelines for prevention.</p> <p>2. List the principles of body mechanics for personal safety</p> <p>3. List general guidelines for maintain good body mechanics</p> <p>4. Identify correct techniques when lifting, pulling, pushing, and turning.</p> <p>5. Discuss safety equipment utilized in areas of healthcare.</p> <p>1. Demonstrate proper handwashing and describe the principles of the procedure steps.</p> <p>2. Demonstrate application and removal of clean gloves and describe the principles of the procedure steps.</p> <p>1. List general guidelines for any emergency.</p> <p>2. 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Describe proper handwashing and gloving.</p> <p>7. Explain the procedures used to respond to client and healthcare facility emergencies (including fire safety) and natural disasters.</p> <p>8. Using a problem solving process applied to healthcare situations; describe the critical principles and standards needed to ensure healthcare safety.</p>	<p>1. Identify selected safety terminology relevant to healthcare.</p> <p>2. Identify the CDC and list its safety requirement(s) as they pertain to the healthcare environment.</p> <p>3. Identify OSHA and MDH, and list safety regulations as they pertain to the healthcare environment.</p> <p>4. Identify JCAHO and describe its role in regulating safety with the healthcare environment.</p> <p>5. Identify the OSHA Blood borne Pathogens Standard and list its requirements.</p> <p>1. Explain the purpose of standard precautions and when they are applied.</p> <p>2. List common pathogens.</p> <p>3. 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Foundation Standard 8: Teamwork

<p>Healthcare professionals will understand the roles and responsibilities of individual members as part of the healthcare team, including their ability to promote the delivery of quality healthcare. They will interact effectively and sensitively with all</p>	<p>Communications in Healthcare Settings</p> <p>This module emphasizes the importance of effective communication between and among healthcare workers and their clients. Included are verbal and non-verbal communication, listening skills, interpersonal communication, team communication, and documentation and reporting, and the use of electronic communication devices in healthcare facilities. Focus is on the development of effective communication skills to support quality client care.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>6. Explain the roles and responsibilities of team members.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>1. Recognize characteristics of effective teams.</p> <p>2. Discuss methods for building positive team relationships.</p> <p>3. Describe attributes and attitudes of an effective leader</p> <p>4. Describe the roles workers have in healthcare teams across a variety of</p> </td> </tr> </table>	<p>6. Explain the roles and responsibilities of team members.</p>	<p>1. Recognize characteristics of effective teams.</p> <p>2. Discuss methods for building positive team relationships.</p> <p>3. Describe attributes and attitudes of an effective leader</p> <p>4. Describe the roles workers have in healthcare teams across a variety of</p>	
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<p>members of the healthcare team.</p> <p>Accountability Criteria</p> <p>8.1 Healthcare Teams</p> <p>11. Understand roles and responsibilities of team members.</p> <p>12. Recognize characteristics of effective teams.</p> <p>8.2 Team Member Participation</p> <p>21. Differentiate creative for building positive team relationships.</p> <p>22. Analyze attributes and attitudes of an effective leader.</p> <p>23. Apply effective techniques for managing team conflict.</p>	<p>healthcare settings.</p> <p>5. Examine the impact healthcare teamwork and partnerships have in meeting client healthcare needs.</p>
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Foundation Standard 9: Health Maintenance Practices

<p>Healthcare professionals will understand the fundamentals of wellness and the prevention of disease processes. They will practice preventive health behaviors among the clients.</p> <p>Accountability Criteria</p> <p>9.1 Healthy Behaviors</p> <p>11. Apply behaviors that promote health and wellness.</p> <p>12. Describe strategies for the prevention of diseases including health screenings and examinations.</p> <p>13. Investigate complementary (alternative) health practices as they relate to wellness and disease prevention.</p>	<p>Behaviors for Success in Healthcare Settings</p> <p>This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes types of health care facilities and systems, applying for employment, accountability and responsibility, standards of dress, workplace behavior, and approaches needed to assist clients, expectations of teams and team members, common healthcare facility policies and requirements, and selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of health care and balance their work and personal life to maintain personal wellness.</p> <table border="1" data-bbox="302 850 1360 1220"> <tr> <td data-bbox="302 850 727 1058"> <p>1. Discuss healthcare fields and the types of workers needed.</p> </td> <td data-bbox="727 850 1360 1058"> <p>1. Identify a variety of healthcare workers, their scope of work, education and licensure/credential requirements.(From Health Career Exploration)</p> <p>1. Identify eligibility requirements for healthcare employment, including criminal background checks and child labor laws.(From Health Career Exploration)</p> <p>2. Identify the ways (educational and entry requirements) in which individuals can enter and advance within a healthcare career. (From Health Career Exploration)</p> </td> </tr> <tr> <td data-bbox="302 1058 727 1220"> <p>2. Discuss ways healthcare personal can balance their work and personal life to maintain personal wellness.</p> </td> <td data-bbox="727 1058 1360 1220"> <p>1. Discuss dimensions of wellness and a wellness lifestyle.</p> <p>2. Discuss behaviors that promote health and wellness.</p> <p>3. Describe strategies for the prevention of diseases including health practices, screenings and examinations.</p> <p>4. Investigate complementary and alternative medicine (CAM) as it relates to wellness and disease prevention.</p> </td> </tr> </table>	<p>1. Discuss healthcare fields and the types of workers needed.</p>	<p>1. Identify a variety of healthcare workers, their scope of work, education and licensure/credential requirements.(From Health Career Exploration)</p> <p>1. Identify eligibility requirements for healthcare employment, including criminal background checks and child labor laws.(From Health Career Exploration)</p> <p>2. Identify the ways (educational and entry requirements) in which individuals can enter and advance within a healthcare career. (From Health Career Exploration)</p>	<p>2. Discuss ways healthcare personal can balance their work and personal life to maintain personal wellness.</p>	<p>1. Discuss dimensions of wellness and a wellness lifestyle.</p> <p>2. Discuss behaviors that promote health and wellness.</p> <p>3. Describe strategies for the prevention of diseases including health practices, screenings and examinations.</p> <p>4. Investigate complementary and alternative medicine (CAM) as it relates to wellness and disease prevention.</p>
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***Foundation Standard 10: Technical Skills**

*Additional technical skills may be included in a program of study based on career specialties.

<p>Healthcare professionals will apply technical skills required for all career specialties. They will demonstrate skills and knowledge as appropriate.</p> <p>Accountability Criteria</p> <p>10.1 Technical Skills</p> <p>11. Apply procedures for measuring and recording vital signs including the normal ranges.</p> <p>12. Apply skills to obtain training or certification in cardiopulmonary resuscitation (CPR), automated external</p>	<p>NEXT LEVEL for Health Care Core Curriculum.</p>
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defibrillator (AED), foreign body airway obstruction (FBAO) and first aid.

Foundation Standard 11: Information Technology Applications

Healthcare professionals will use information technology applications required within all career specialties. They will demonstrate use as appropriate to healthcare applications.

Accountability Criteria

11.1 Health

Information Literacy and Skills

11. Identify methods and types of data collected in healthcare.
12. Use health record data collection tools (such as input screens, document templates).
13. Differentiate between types and content of health records (patient, pharmacy, and laboratory).
14. Create documentation in the health record that reflects timeliness, completeness, and accuracy.
15. Adhere to information systems policies and procedures as required by national, state, local, and organizational levels.

Found in Communication Module

11.2 Privacy and Confidentiality of Health Information

26. Apply the fundamentals of privacy and confidentiality policies and procedures.
27. Identify legal and regulatory requirements related to the use of personal health information.
28. Identify and apply policies and procedures for access and disclosure of personal health information.
29. Describe the consequences of inappropriate use of health data in terms of

Found in Legal Module

<p>disciplinary action.</p> <p>30. Describe appropriate methods to correct inaccurate information/errors personally entered into an electronic medical record (EMR).</p>		
<p>11.3 Basic Computer Literacy Skills</p> <p>31. Apply basic computer concepts and terminology in order to use computers and other mobile devices.</p> <p>32. Demonstrate basic computer operating procedures.</p> <p>33. Demonstrate use of file organization and information storage.</p> <p>34. Use basic word processing, spreadsheet, and database applications.</p> <p>35. Evaluate the validity of web-based resources.</p> <p>36. Demonstrate use of appropriate email and social media usage.</p>	<p>Not required in HCCC.</p>	

Patient Centered Care

<p>Not found in the national standards</p>	<p>Awareness and Sensitivity to Client Needs This module presents challenges and issues related to the awareness and sensitivity needed to understand the healthcare needs of clients. Included is the impact disease has on individuals, the emotional, spiritual, and social needs of clients as well as the type of care needed by different age groups. Also included is the process of death and dying and how that affects clients and their families.</p> <table border="1"> <tr> <td data-bbox="302 1098 721 1182"> <p>1. Describe the major stages of human development and the basic health needs of humans.</p> </td> <td data-bbox="721 1098 1360 1182"> <p>1. Describe five common characteristics of growth and development 2. Describe human needs theory regarding human actualization</p> </td> </tr> <tr> <td data-bbox="302 1182 721 1308"> <p>2. 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Mental health and social service needs:</p> <ol style="list-style-type: none"> Modifying aide's behavior in response to resident's behavior; Awareness of developmental tasks associated with the aging process; How to respond to resident behavior; Allowing residents to make personal choices, providing and reinforcing other behavior consistent with the resident's dignity; and Utilizing resident's family as a source of emotional support. <p>4. Care of cognitively impaired residents:</p> <ol style="list-style-type: none"> Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and
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clients' needs/behaviors.

- others);
- b. Communicating with cognitively impaired residents;
- c. Understanding the behavior of cognitively impaired residents;
- d. Appropriate responses to the behavior of cognitively impaired residents; and
- e. Methods of reducing the effects of cognitive impairments.

6. Patient's Rights

- a. Providing needed assistance in getting to and participating in resident and family groups and other activities;
- b. Caring for residents when death is imminent.
- c. Caring for the residents' environment;