



Career Technical Education (CTE) Course Outline

<b>Course Title:</b>	Foundation to Health Careers
<b>Course Number:</b>	76-10-20
<b>Date:</b>	January 2025
<b>Industry Sector:</b>	Health Science and Medical Technology
<b>Pathway:</b>	Patient Care
<b>CBEDS Title:</b>	Intro to Health Information & Records Systems
<b>CBEDS Code:</b>	4263
<b>CalPADS</b>	7900
<b>Credits:</b>	5

**Hours:**

Total
80

**Course Description:**

This course is designed to allow students to explore diverse careers in allied health with a focus on knowledge and skills required for successful transition into the healthcare pathway. The course provides a fundamental understanding of the essential concepts in health care with an emphasis on core skills and knowledge, preparing them for more advanced topics in future courses and applicable to a variety of the health professions, desirable employee attributes, and job seeking skills. Students will be exposed to career exploration through multimedia, guest speakers, options through classroom scenarios, engaged learning experiences, and classroom hands-on training. The competencies in this course are aligned with the California High School Common Core State Standards and the California Career Technical Education Model Curriculum Standards.

<b>Prerequisites:</b>	A minimum reading level of 7.0 and math level of 5.0 as measured by the CASAS GOALS reading comprehension test. A basic knowledge of computer skills.
<b>NOTE:</b>	For Perkins purposes this course has been designated as an <b>introductory</b> course.  This course <b>cannot</b> be repeated once a student receives a Certificate of Completion.
<b>A-G Approval</b>	
<b>Methods of Instruction:</b>	Lectures, discussions, laboratory training, multimedia presentations, demonstrations, individualized, peer-to-peer, role-playing, and guest speakers.
<b>Student Evaluation:</b>	Summative: End of section assessments
<b>Industry Certification:</b>	N/A
<b>Recommended Text:</b>	N/A
<b>Link to Resource Folder</b>	<a href="https://bit.ly/foundationsresources">https://bit.ly/foundationsresources</a>

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
<p><b>A. ORIENTATION/ INTRODUCTION</b></p> <p>Provide an overview of the course, detailing its purpose, goals, and objectives, to ensure students have a clear understanding of what to expect and achieve throughout the course.</p>	<ol style="list-style-type: none"> <li>1. Discuss overview of the course, including its purpose, goals, and objectives.</li> <li>2. Explain how this course fits into the broader context of healthcare education.</li> <li>3. Understand the relevance of exploring various health careers.</li> <li>4. Identify expected learning outcomes of the course.</li> <li>5. Review competency areas that will be covered throughout the course.</li> <li>6. Discuss and research developing skills for success in the healthcare industry.</li> <li>7. Identify resources and course materials.</li> <li>8. Discuss methods of assessment used in the course, including exams, quizzes, assignments, projects, and participation.</li> <li>9. Review the grading criteria and process for student performance evaluation.</li> <li>10. Communicate program expectations regarding attendance, participation, behavior, and academic integrity.</li> <li>11. Outline specific policies related to late submissions and missed assignments.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 3, 7, 8, 9, 11</p> <p><b>CTE Anchor:</b></p> <p>Academics: 1.0  Communication: 2.1, 2.3  Career Planning and Management: 3.1, 3.2, 3.4, 3.5  Responsibility and Flexibility: 7.7  Ethics and Legal Responsibilities: 8.4  Leadership and Teamwork: 9.3</p> <p><b>CTE Pathway:</b> B12.2</p>

<p>(2 hours)</p>	<ol style="list-style-type: none"> <li>12. Evaluate personal traits such as trust, respect, and responsibility and their impact on career success.</li> <li>13. Explain the importance of personal integrity, confidentiality, and ethical behavior in healthcare.</li> <li>14. Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community and workplace.</li> <li>15. Demonstrate qualities and behaviors that constitute a positive and professional work demeanor.</li> </ol>	
<p><b>B. SAFETY</b></p> <p>Recognize and demonstrate methods for maintaining safe classroom and workplace environments.</p>	<ol style="list-style-type: none"> <li>1. Identify and explain classroom, lab, and workplace safety procedures.</li> <li>2. Recognize and report safety hazards in the classroom, lab, and clinical environment.</li> <li>3. List and implement safety measures to prevent falls and injuries in a clinical setting.</li> <li>4. Use health and safety practices for storing, cleaning, using, and maintaining tools, equipment, and supplies.</li> <li>5. Identify and adhere to Material Safety Data Sheet (MSDS) instructions.</li> <li>6. Adhere to Occupational Safety and Health Administration (OSHA) guidelines.</li> <li>7. Discuss the impact of the Environmental Protection</li> </ol>	<p><b>Career Ready Practice:</b> 1, 5, 6, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.3 Problem Solving and Critical Thinking: 5.1, 5.4 Health and Safety: 6.3, 6.4, 6.5, 6.6 Demonstration and Application: 11.1</p> <p><b>CTE Pathway:</b> B8.4, B8.5, B9.2</p>

<p>(2 hours)</p>	<p>Agency(EPA) in healthcare settings.</p> <ol style="list-style-type: none"> <li>8. Describe different types of emergency preparedness plans (e.g., homeland security, natural disaster, pandemic, crisis planning, active shooter).</li> <li>9. Understand the principles of ergonomics to prevent injuries.</li> <li>10. Demonstrate how to prevent and respond to work-related accidents or injuries.</li> <li>11. Pass the Safety Test with 100% accuracy.</li> </ol>	
<p><b>C. HEALTHCARE SYSTEMS AND SETTINGS</b></p> <p>Provide an overview of the structure, functions, and diverse environments within the healthcare industry, preparing students to navigate and understand various healthcare settings.</p>	<ol style="list-style-type: none"> <li>1. Define what a healthcare system is and its primary function.</li> <li>2. Discuss key components of a healthcare system, including healthcare providers, facilities, and financing mechanisms.</li> <li>3. List the implications of different financing models on healthcare access, equity, and quality of care.</li> <li>4. Analyze different healthcare delivery models, including primary care, specialty care, urgent care, and telemedicine.</li> <li>5. Describe various settings including hospitals, clinics, long-term care facilities, community health centers, and pharmacies.</li> <li>6. Recognize the unique features and functions of each setting, as well as the types of services each provides.</li> <li>7. Describe the healthcare team and its importance in delivering comprehensive patient care.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 3, 4, 5, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.2, 2.3, 2.5, Career Planning and Management: 3.1, 3.2, 3.3, 3.5 Technology: 4.1, 4.3 Problem Solving and Critical Thinking: 5.1, 5.3, 5.4 Ethics and Legal Responsibilities: 8.2, 8.3, 8.5 Demonstration and Application: 11.1</p> <p><b>CTE Pathway:</b> B1.1, B1.5, B4.5</p>

<p>(5 hours)</p>	<ol style="list-style-type: none"> <li>8. Identify the various roles within a healthcare team (e.g. doctors, nurses, pharmacists, and therapists).</li> <li>9. Discuss and analyze “organizational culture”.</li> <li>10. Evaluate the role of government and regulatory bodies in shaping healthcare policy, standards of care, and patient safety.</li> <li>11. Demonstrate ethical and legal practices consistent with healthcare workplace standards.</li> <li>12. Discuss current events and policy changes in the healthcare field.</li> <li>13. Pass Healthcare Systems and Settings assessment with a score of 80% or higher.</li> </ol>	
<p><b>D. PROFESSIONALISM AND COMMUNICATION</b></p> <p>Demonstrate essential skills in healthcare settings, such as effective interpersonal communication, professional behavior, ethical conduct, and teamwork through interactive activities, case studies, and role-playing exercises.</p>	<ol style="list-style-type: none"> <li>1. Define professionalism within the context of healthcare.</li> <li>2. Analyze the importance of building trust with patients, colleagues, and employers.</li> <li>3. Explain verbal communication skills (active listening, clear speaking, and empathy).</li> <li>4. Identify non-verbal communication (body language, facial expressions, and gestures).</li> <li>5. Interpret the importance of written communication (professional emails, netiquette, patient documentation, phone etiquette, and reports).</li> <li>6. Practice interpersonal and interprofessional communication (building rapport, managing conflict, and teamwork).</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 7, 8, 9, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.2, 2.3, 2.4 Technology: 4.1, 4.3 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Responsibility and Flexibility: 7.7 Ethics and Legal Responsibilities: 8.4, 8.7 Leadership and Teamwork: 9.6 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1</p> <p><b>CTE Pathway:</b></p>

	<ol style="list-style-type: none"> <li>7. Develop effective communication skills for interacting with patients, special populations, and other healthcare professionals.</li> <li>8. Communicate health information and patient data according to the Health Insurance Portability and Accountability Act (HIPAA).</li> <li>9. Examine maintaining appropriate relationships with patients and colleagues.</li> <li>10. Discuss social media etiquette and how to maintain a professional online presence.</li> <li>11. Explain avoiding pitfalls such as oversharing, patient confidentiality breaches, and online harassment.</li> <li>12. Illustrate culturally appropriate language.</li> <li>13. Discuss the importance of language services and how to effectively use interpreters.</li> <li>14. Adapt healthcare practices to meet the cultural and linguistic needs of patients.</li> <li>15. Analyze scenarios in which effective teamwork led to better patient care.</li> <li>16. Recognize the importance of collaboration between healthcare professionals from different disciplines to provide holistic patient care.</li> <li>17. Analyze complex healthcare situations, and develop appropriate solutions to improve patient outcomes.</li> </ol>	<p>B5.1, B5.3, B5.2, B5.6, B6.2, B6.4, B6.6</p>
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<p>(5 hours)</p>	<ol style="list-style-type: none"> <li>18. Employ empathy and maintain professionalism during difficult interactions.</li> <li>19. Demonstrate qualities and behaviors that constitute a positive and professional work demeanor.</li> <li>20. Execute de-escalating strategies for handling challenging situations.</li> <li>21. Pass the Professionalism and Communication assessment with a score of 80% or higher.</li> </ol>	
<p><b>E. DIVERSITY AND CULTURAL COMPETENCE</b></p> <p>Understand the importance of respecting cultural differences in healthcare, equipping students with skills to deliver inclusive and empathetic care to diverse patient populations.</p>	<ol style="list-style-type: none"> <li>1. Define and explain the concept of cultural diversity and its importance in healthcare.</li> <li>2. Define cultural competence and its impact on patient care and health outcomes.</li> <li>3. Conduct a self-assessment exercise to identify personal biases and cultural assumptions.</li> <li>4. Explain implicit bias and its impact on patient care.</li> <li>5. Analyze strategies to recognize and mitigate implicit bias.</li> <li>6. Practice cultural awareness to understand patient needs and preferences.</li> <li>7. Identify common health disparities among different cultural and ethnic groups.</li> <li>8. Discuss different communication styles and preferences across cultures.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 3, 5, 9, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.2, 2.3 Career Planning and Problem Solving and Critical Thinking: 5.1, 5.4 Responsibility and Flexibility: 7.3 Ethics and Legal Responsibilities: 8.3 Leadership and Teamwork: 9.1, 9.5, 9.6 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1</p> <p><b>CTE Pathway:</b></p>



	<ol style="list-style-type: none"><li>9. Describe common cultural and linguistic barriers to healthcare access and communication.</li><li>10. Use case studies to illustrate how cultural differences can affect patient interactions and outcomes.</li><li>11. Explain the concept of patient-centered care and its relation to cultural competence.</li><li>12. Demonstrate providing culturally sensitive care to patients from diverse backgrounds.</li><li>13. Understand the need to adapt to changing and varied roles and responsibilities.</li><li>14. Advocate for the needs and preferences of culturally diverse patients.</li><li>15. Exhibit empathy and compassion towards patients from all cultural backgrounds.</li><li>16. Conduct role playing scenarios to practice culturally competent interactions.</li><li>17. Create an action plan for improving cultural competence.</li><li>18. Pass the Diversity and Cultural Competency assessment with a score of 80% or higher.</li></ol>	B6.2, B6.3, B6.4, B13.1
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(4 hours)		
<p><b>F. EXPLORING HEALTHCARE PROFESSIONS</b></p> <p>Introduce a variety of healthcare careers, outlining the roles, responsibilities, and educational pathways for each profession to help guide future career choices.</p>	<ol style="list-style-type: none"> <li>1. Discuss the importance of healthcare in society.</li> <li>2. Understand the structure and functions of the healthcare system, including different types of healthcare settings (hospitals, clinics, long-term)</li> <li>3. Outline the major healthcare professions including, medicine, nursing, allied health, and mental health.</li> <li>4. Identify various health career pathways (clinical, administrative, technical, and support services).</li> <li>5. Explore various healthcare training pathways within DACE.</li> <li>6. Analyze various allied health professionals (RT, PT, OT, MA, LVN, DA, RDA, etc.)abbreviations.</li> <li>7. Explore the scope of career opportunities available for different professions.</li> <li>8. Research and compare current trends and emerging fields in healthcare (e.g., telehealth, biomedical technology).</li> <li>9. Review the skills necessary for success and professional growth in health careers.</li> <li>10. Examine the typical job duties and responsibilities associated with various healthcare professions.</li> <li>11. Research the requirements for education, training, certification, and licensure of selected pathways.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 3, 5, 8, 10</p> <p>Communications: 2.1, 2.4 Career Planning and Management: 3.1, 3.4, 3.5, 3.6 Problem Solving and Critical Thinking: 5.1, 5.4 Ethics and Legal Responsibilities: 8.2 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1</p> <p><b>CTE Pathway:</b> B12.2</p>

<p>(8 hours)</p>	<ol style="list-style-type: none"> <li>12. Utilize resources to research different health careers, including job outlook, salary, and work environment.</li> <li>13. Perform self-assessment and career exploration activities.</li> <li>14. Choose at least one allied health/medical profession and develop a research paper about its scope of practice.</li> <li>15. Pass the Exploring Healthcare Professions assessment with a score of 80% or higher.</li> </ol>	
<p><b>G. LEGAL AND ETHICAL ASPECTS OF HEALTHCARE</b></p> <p>Examine the fundamental legal principles and ethical standards governing healthcare practices, ensuring students understand their responsibilities and the implications of their actions in a healthcare setting.</p>	<ol style="list-style-type: none"> <li>1. Define key terms such as ethics, morals, laws, and regulations.</li> <li>2. Discuss why legal and ethical knowledge is crucial in healthcare</li> <li>3. Provide an overview of major healthcare laws, including HIPAA, the Affordable Care Act, and EMTALA (Emergency Medical Treatment and Labor Act).</li> <li>4. Analyze the basic legal principles and standards that govern healthcare, including laws related to patient care, privacy, and workplace safety.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 6, 8, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.2, 2.3, 2.4, 2.6 Technology: 4.1, 4.2 Problem Solving and Critical Thinking: 5.1, 5.2, 5.4 Health and Safety: 6.2 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, Technical Knowledge and Skills: 10.1 Demonstration and</p>

	<ol style="list-style-type: none"> <li>5. Explain informed consent and the right to refuse treatment.</li> <li>6. Examine HIPAA regulations, confidentiality, and handling sensitive information.</li> <li>7. Discuss relevant laws and regulations protecting patient rights including vulnerable populations.</li> <li>8. Discuss legal responsibilities and liabilities of healthcare professionals, including malpractice and negligence.</li> <li>9. Compare core ethical principles in healthcare (e.g., autonomy, beneficence, non-maleficence, and justice).</li> <li>10. Review the code of ethics for various healthcare professions.</li> <li>11. Analyze case studies and scenarios to explore ethical dilemmas and decision making.</li> <li>12. Examine case studies to identify legal issues and propose appropriate solutions.</li> <li>13. Understand the limitations of your role and scope of practice.</li> <li>14. Discuss the safe, legal, and responsible usage of electronic records (EHR), digital media information and communications.</li> <li>15. Appraise legal and ethical issues related to diversity, discrimination laws, and patient rights.</li> <li>16. Assess and manage potential legal and ethical risks in healthcare practice.</li> </ol>	<p>Application: 11.1</p> <p><b>CTE Pathway:</b> B6.6, B12.2</p>
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(4 hours)	17. Pass the Legal and Ethical Aspects of Healthcare assessment with a score of 80% or higher.	
<p><b>H. BASIC MEDICAL TERMINOLOGY</b></p> <p>Understand and construct medical terms, master anatomical and physiological terminology, and apply medical abbreviations and documentation standards through interactive exercises and practical applications.</p>	<ol style="list-style-type: none"> <li>1. Explain why understanding medical terminology is crucial for healthcare professionals.</li> <li>2. Introduce the basic structure of medical terms, including root words, prefixes, and suffixes.</li> <li>3. Emphasize the importance of correct pronunciation and spelling of medical terms.</li> <li>4. Recognize roots of medical terms (e.g. Cardi, Gastr, Neur).</li> <li>5. Modify the meaning of the root using prefixes (e.g, hyper, hypo, inter).</li> <li>6. Practice building and deconstructing medical terms.</li> <li>7. Discuss basic terminology related to major body systems (cardiovascular, respiratory, digestive, nervous).</li> <li>8. Explain terms related to body directions, planes, and positions (anterior, posterior, lateral, medial).</li> <li>9. Review terms for different body regions and quadrants.</li> <li>10. Identify common diseases and conditions (infection, inflammation, cancer, etc.).</li> <li>11. Explain the use and importance of abbreviations and acronyms in medical documentation.</li> <li>12. Label a procedure, condition, or disease (e.g., -itis, -ectomy, -ology).</li> <li>13. Interpret common essential abbreviations used in healthcare</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 5, 7, 9, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.2, 2.4, 2.7, 2.8 Problem Solving and Critical Thinking: 5.1, 5.4, 5.6 Responsibility and Flexibility: 7.2 Leadership and Teamwork: 9.3 Technical Knowledge and Skills: 10.1</p>

	<p>(BP, HR, EKG/ECG, CBC, MRI, Rx, Tx, Dx, Sx).</p> <ol style="list-style-type: none"> <li>14. Discuss the importance of avoiding ambiguous or unsafe abbreviations.</li> <li>15. Match basic terms related to pharmacology (analgesics, antibiotics, antihypertensives, administration routes).</li> <li>16. Recognize terms related to patient vital signs (temperature, pulse, respiration).</li> <li>17. Define terms related to measurement (BMI, BP, weight, height, O2)</li> <li>18. List terms related to commonly/frequently ordered tests (blood tests, urine, stool, imaging, nasal, etc.).</li> <li>19. Name terms related to infection prevention and control (asepsis, sterilization, Universal Precautions, Personal Protective Equipment (PPE), pathogen, transmission, contamination, antimicrobial).</li> <li>20. Practice reading and interpreting medical records and charts.</li> <li>21. Emphasize the role of medical terminology in effective communication among healthcare professionals.</li> <li>22. Understand standards and best practices for documenting medical information using correct terminology.</li> <li>23. Analyze case studies and apply knowledge of medical terminology to real-world scenarios.</li> </ol>	
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(10 hours)	24. Pass the Medical Terminology assessment with a score of 80% or higher.	
<p><b>I. BASIC MEDICAL MATHEMATICS</b></p> <p>Introduce essential competencies such as fractions, decimals, percentages, ratios, measurement conversions, dosage calculations, and practical applications in healthcare settings through exercises and hands-on practice.</p>	<ol style="list-style-type: none"> <li>1. Explain the significance of accurate mathematical calculations in healthcare.</li> <li>2. Review basic math concepts as they relate to allied health programs, including addition, subtraction, multiplication, and division.</li> <li>3. Introduce common units of measurement used in healthcare (milliliters, grams, liters).</li> <li>4. Explain the conversion between fractions and decimals, and operations with decimals.</li> <li>5. Discuss how to calculate percentages and their applications in healthcare.</li> <li>6. Define ratios and their use in healthcare.</li> <li>7. Interpret ratio and proportion to solve problems.</li> <li>8. Discuss applications of ratios and proportions in solution preparations.</li> <li>9. Solve medication dosage calculation using ratio and proportion.</li> <li>10. Practice setting up and solving proportions.</li> <li>11. Practice solving fractions, decimals, and percentage problems.</li> <li>12. Explain the metric system, including units of length, volume, and weight.</li> <li>13. Introduce the apothecary and household measurement systems.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 5, 6, 8, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.4 Problem Solving and Critical Thinking: 5.1, 5.2, 5.4, 5.5 Health and Safety: 6.6 Ethics and Legal Responsibilities: 8.1 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1</p> <p><b>CTE Pathway:</b> B3.1, B3.2, B3.3, B5.4</p>

<p>(12 hours)</p>	<ol style="list-style-type: none"> <li>14. Differentiate between units of measurement (metric system, household measurements).</li> <li>15. Review conversion techniques between different measurement systems.</li> <li>16. Convert between units (e.g., milligrams, grams, kilograms, pounds, milliliters, liters).</li> <li>17. Convert between units within and between the metric, apothecary, and household measurements.</li> <li>18. Read, interpret, and convert military time and standard time.</li> <li>19. Discuss the importance and methods of safely calculating pediatric dosages based on weight and body surface area.</li> <li>20. Explain considerations for geriatric dosages, including adjustments for age and comorbidities.</li> <li>21. Pass the Basic Medical Mathematics assessment with a score of 80% or higher.</li> </ol>	
<p><b>J. INTRODUCTION TO ANATOMY AND PHYSIOLOGY</b></p> <p>Understand the structure and function of the body systems; recognize the diagnostic procedures related to common diseases and conditions.</p>	<ol style="list-style-type: none"> <li>1. Define anatomy and physiology, and explain their significance in healthcare.</li> <li>2. Introduce the levels of organization in the body, from cells to organ systems.</li> <li>3. Identify basic anatomical and physiological terminology.</li> <li>4. List body systems and their interrelationships.</li> <li>5. Define homeostasis and feedback mechanisms.</li> <li>6. Discuss the structure and function of the Integumentary System: <ol style="list-style-type: none"> <li>a. skin layers, hair, nails</li> <li>b. common diseases/conditions</li> </ol> </li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 5, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.4, 2.7, 2.8 Problem Solving and Critical Thinking: 5.1, 5.4 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1</p> <p><b>CTE Pathway:</b></p>



	<p>7. Discuss the structure and function of the Musculoskeletal System:</p> <ol style="list-style-type: none"> <li>a. joints and movements</li> <li>b. muscle types and tissues</li> <li>c. basic muscle contraction</li> <li>d. common diseases/conditions</li> </ol> <p>8. Discuss the structure and function of the Nervous System:</p> <ol style="list-style-type: none"> <li>a. neurons and synapses</li> <li>b. common diseases/conditions</li> </ol> <p>9. Discuss the structure and function of the Cardiovascular System:</p> <ol style="list-style-type: none"> <li>a. heart anatomy</li> <li>b. circulatory system</li> <li>c. common diseases/conditions</li> </ol> <p>10. Discuss the structure and function Lymphatic System:</p> <ol style="list-style-type: none"> <li>a. immunity</li> <li>b. common diseases/conditions</li> </ol> <p>11. Discuss the structure and function of the Respiratory System:</p> <ol style="list-style-type: none"> <li>a. major organs of the Respiratory System</li> <li>b. mechanics of breathing</li> <li>c. common diseases/conditions</li> </ol> <p>12. Discuss the structure and function of the Digestive System:</p> <ol style="list-style-type: none"> <li>a. major organs of the Digestive System</li> <li>b. basic process of digestion</li> <li>c. common diseases/conditions</li> </ol> <p>13. Discuss the structure and function of the Urinary System:</p> <ol style="list-style-type: none"> <li>a. kidneys and nephrons</li> <li>b. urine formation</li> <li>c. common diseases/conditions</li> </ol> <p>14. Discuss the structure and function of the Reproductive System:</p> <ol style="list-style-type: none"> <li>a. male and female reproductive anatomy</li> </ol>	<p>B1.2, B1.3, B2.1, B2.3, B2.4, B5.1, B5.2, B5.3, B5.4, B5.5, B9.5, B10.1, B10.4, B12.1</p>
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<p>(12 hours)</p>	<ul style="list-style-type: none"> <li>b. pregnancy and fetal development</li> <li>c. common diseases/conditions</li> </ul> <p>15. Discuss the structure and function of the Endocrine System:</p> <ul style="list-style-type: none"> <li>a. major endocrine glands</li> <li>b. hormones and their functions</li> <li>c. homeostasis and feedback</li> <li>d. common diseases/conditions</li> </ul> <p>16. Pass the Introduction to Anatomy and Physiology assessment with a score of 80% or higher.</p>	
<p><b>K. INTRODUCTION TO CLINICAL PROCEDURES</b></p> <p>Demonstrate essential clinical competencies such as measuring vital signs, patient assessment, first aid, aseptic techniques, specimen collection, wound care, medication administration, patient mobility, and effective patient communication through both theoretical instruction and hands-on practice.</p>	<ol style="list-style-type: none"> <li>1. Define clinical procedures, and explain their importance in healthcare settings.</li> <li>2. Introduce basic safety protocols, including hand hygiene, personal protective equipment (PPE), and infection control practices.</li> <li>3. Demonstrate Infection control and aseptic technique: <ul style="list-style-type: none"> <li>a. principles and practices</li> <li>b. proper handwashing techniques and the use of hand sanitizers.</li> <li>c. types, proper usage, and disposal of PPE</li> <li>d. basic sterilization and disinfection</li> <li>e. handling and disposal of hazardous material</li> </ul> </li> <li>4. Explain the importance of vital signs (temperature, pulse, respiration, blood pressure, and oxygen saturation).</li> <li>5. Practice and demonstrate how to accurately measure and record vital signs: <ul style="list-style-type: none"> <li>a. methods for temperature measurement (oral,</li> </ul> </li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 5, 6, 7, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.4, 2.7, 2.8 Problem Solving and Critical Thinking: 5.1, 5.2, 5.4, 5.6 Health and Safety: 6.2, 6.3, 6.4, 6.6</p> <p>Responsibility and Flexibility: 7.2 Technical Knowledge and Skills: 10.1, 10.5 Demonstration and Application: 11.1</p> <p><b>CTE Pathway:</b> B5.1, B5.2, B5.3, B5.4, B5.5, B7.4, B8.1, B8.2, B8.3, B9.3, B10.4,</p>

	<p>tympanic, rectal, axillary, digital)</p> <ul style="list-style-type: none"> <li>b. nine major pulse points</li> <li>c. respiratory rate measurement; Oxygen Saturation</li> <li>d. blood pressure measurement- normal ranges and techniques</li> <li>e. pain assessment</li> </ul> <p>6. Explain basic patient assessment:</p> <ul style="list-style-type: none"> <li>a. history taking</li> <li>b. physical examination</li> <li>c. documentation</li> <li>d. recognize level of consciousness, mental status, and signs of distress</li> </ul> <p>7. Introduce basic techniques for performing a physical examination (inspection, palpation, percussion, auscultation).</p> <p>8. Obtain American Heart Association BLS Healthcare Provider certification:</p> <ul style="list-style-type: none"> <li>a. cardiopulmonary resuscitation (CPR)- techniques for adults, children, and infants</li> <li>b. first aid</li> <li>c. automated External Defibrillator (AED)</li> <li>d. universal signs of choking and Heimlich maneuver</li> </ul> <p>9. Explain the principles of aseptic techniques and their importance in preventing infections.</p> <p>10. Discuss and understand basic wound care:</p> <ul style="list-style-type: none"> <li>a. different types of wounds</li> <li>b. observe signs of infection and documentation</li> </ul>	
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<p>(8 hours)</p>	<p>11. Demonstrate patient mobility and transfer techniques:</p> <ul style="list-style-type: none"> <li>a. principles of body mechanics to prevent injury</li> <li>b. ergonomics and its importance in healthcare settings</li> <li>c. techniques for transferring patients</li> <li>d. use of assistive devices</li> </ul> <p>12. Identify basic safe medication administration practices:</p> <ul style="list-style-type: none"> <li>a. overview of common medications and their forms</li> <li>b. routes of administration</li> <li>c. preventing and reporting medication errors</li> <li>d. side effects and contraindications</li> <li>e. over- the-counter/ prescription drugs</li> <li>f. supplements</li> </ul> <p>13. Select Point of Care Testing (glucose, pregnancy, COVID-19, pulse oximeters, etc.)</p> <p>14. Explain different types of specimens collected in healthcare (blood, urine, swabs).</p> <p>15. Discuss the importance of proper labeling and transport of specimens to the laboratory.</p> <p>16. Pass the Introduction to Medical Procedures assessment with a score of 80% or higher.</p>	
<p><b>L. INTRODUCTION TO HEALTHCARE TECHNOLOGY</b></p>	<p>1. Define healthcare technology and its significance in modern healthcare delivery.</p>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 6, 7, 8, 10, 11</p> <p><b>CTE Anchor:</b></p>

<p>Explore essential technological tools and systems used in healthcare settings, emphasizing their impact on patient care, confidentiality, and healthcare delivery.</p> <p>(4 hours)</p>	<ol style="list-style-type: none"> <li>2. Identify essential computer skills relevant to healthcare settings (basic hardware, software, operating systems).</li> <li>3. Explain electronic health records (EHR) and how they are used in healthcare facilities to store and manage patient information.</li> <li>4. Demonstrate how to access and navigate an EHR system, including locating patient charts, entering data, and retrieving information.</li> <li>5. Discuss the importance of data privacy and confidentiality and security protocols related to electronic patient records.</li> <li>6. Classify digital communication tools (e.g. email, instant messaging, and other communication platforms).</li> <li>7. Define telehealth services and the role of allied health professionals.</li> <li>8. List common medical devices and equipment used in healthcare settings.</li> <li>9. Review HIPAA regulations and the importance of patient confidentiality.</li> <li>10. Review best practices for securing digital devices and data.</li> <li>11. Analyze the ethical implications of using technology in healthcare.</li> <li>12. Evaluate legal responsibilities related to the use of digital health tools.</li> <li>13. Explore the potential benefits and challenges of adopting new and evolving technologies.</li> <li>14. Pass the Introduction to Healthcare Technology/Digital</li> </ol>	<p>Academics: 1.0  Communications: 2.1, 2.2, 2.3, 2.4, 2.6  Technology: 4.1, 4.2, 4.3, 4.4  Problem Solving and Critical Thinking: 5.1, 5.4, 5.6  Health and Safety: 6.2  Responsibility and Flexibility: 7.2, 7.7  Ethics and Legal Responsibilities: 8.4, 8.6, 8.7  Technical Knowledge and Skills: 10.1  Demonstration and Application: 11.1</p> <p><b>CTE Pathway:</b>  B1.1, B4.5, B6.6, B12.2</p>
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	assessment with a score of 80% or higher.	
<p><b>M. EMPLOYABILITY SKILLS AND PROFESSIONAL GROWTH</b></p> <p>Demonstrate understanding of the processes involved in seeking, gaining, and retaining employment in the healthcare field.</p>	<ol style="list-style-type: none"> <li>1. Explore the role of professionalism in career advancement and personal development.</li> <li>2. Demonstrate professional work ethic (e.g., reliability, punctuality, and dedication).</li> <li>3. Model professional appearance and maintain personal hygiene.</li> <li>4. Apply effective time management, active listening, and organizational skills.</li> <li>5. Cultivate effective health and wellness routines for health care workers (i.e., stress, management, hygiene, diet, rest, and drug use).</li> <li>6. Discuss various methods for finding job opportunities (e.g. online job boards, networking, job fairs, and direct employer outreach).</li> <li>7. Identify and articulate one’s strengths, weaknesses, and career goals.</li> <li>8. Practice answering scenario-based questions that assess problem-solving and decision-making.</li> <li>9. Review interview skills and techniques.</li> <li>10. Recognize the importance of continuing education, professional development, and staying current with healthcare advancements.</li> <li>11. Identify relevant professional healthcare organizations and the benefits of membership.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 3, 4, 7, 8, 9, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.4 Career Planning and Management: 3.1, 3.3, 3.4, 3.5, 3.6 Technology: 4.5 Responsibility and Flexibility: 7.2, 7.4 Ethics and Legal Responsibilities: 8.2, 8.4 Leadership and Teamwork: 9.1, 9.3, 9.4 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1</p> <p><b>CTE Pathway:</b> B6.2, B12.2</p>

(4 hours)	<ol style="list-style-type: none"> <li>12. Define leadership and identify the responsibilities and behaviors of successful leaders.</li> <li>13. Explore the characteristics and benefits of teamwork, leadership, and citizenship.</li> <li>14. Evaluate the importance of mentorship and professional networking opportunities.</li> <li>15. Complete capstone projects: <ol style="list-style-type: none"> <li>a. presentation of career pathway exploration and development plan</li> <li>b. reflection on course content and contribution to future goals</li> <li>c. submission of resume, cover letter, thank you correspondence</li> </ol> </li> </ol>	
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