

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM  
MEDICAL OCCUPATIONS COURSE OUTLINE**

**1. Course Title:**

Medical Occupations

**2. CBEDS Title:**

Preparing to Work in Health Care Level 2

**3. CBEDS Number:**

4227

**4. Job Titles:**

**NHCSS Clusters**

**O\*NET Codes**

***Entry Level***

Medical Laboratory Assistant	Diagnostic	31-9099.99
Electrocardiograph (ECG Technician)	Diagnostic	31-9099.99
Phlebotomist	Diagnostic	31-9099.99
Central Supply Technician	Environmental	29-2099.99
Dietetic Assistant	Therapeutic	31-9099.99
Veterinary Assistant	Therapeutic	31-9099.99
Ophthalmic Assistant (COA)	Therapeutic	31-9099.99

***Technical Level***

Medical Laboratory Technician (MLT)	Diagnostic	29-2012.00
Radiologic Technologist	Diagnostic	29-2034.01
Emergency Medical Technician (EMT 1-3)	Therapeutic	29-2041.00
Dental Laboratory Technician	Therapeutic	29-2011.00
Medical Assistant	Therapeutic	31-9092.00
Dietetic Technician (DTR)	Therapeutic	29-2051.00
Occupational Therapy Assistant (COTA)	Therapeutic	31-2011.00
Pharmacy Technician	Therapeutic	29-2052.00
Respiratory Therapy Technician (RTT)	Therapeutic	29-2054.00
Veterinary Technician (VTR)	Therapeutic	29-2056.00
Ophthalmic Technician (COT)	Therapeutic	29-2099.99
Medical Records Technician	Information	29-2071.00

***Professional Level***

Medical Laboratory Technologist (MT)	Diagnostic	29-2011.00
Physician	Therapeutic	29-1069.99
Dietitian (RD)	Therapeutic	29-1031.00
Dentist (DMD or DDS)	Therapeutic	29-1021.00
Physical Therapist (PT)	Therapeutic	29-1123.00
Respiratory Therapist (RT)	Therapeutic	29-1126.00
Athletic Trainer (ATC)	Therapeutic	29-9091.00
Medical Librarian	Information	25-4021.00

**5. Course Description:**

This competency-based course prepares students for entry-level employment opportunities in a variety of Health Careers. Included in the course are physical therapy, emergency service, pharmacy, dental, radiology, dietary, and medical records. Classroom instruction includes professional ethics, medical terminology, infection control, vital signs, basic anatomy, dental anatomy, CPR, and special procedures.

After initial classroom instruction in the two-hour program, students are placed in a local hospital or other health care facility for Community Classroom training.

Integrated throughout the course are career preparation standards, which include workplace basic skills and behaviors, career technical skills, and job employment skills.

**6. Hours:**

Students enrolled in this **two-hour** course receive 216 hours of class instruction and 144 hours of work-based learning at community classroom sites, which allows **360 hours** maximum training.

**7. Prerequisites:**

Counselor approval or have passed Medical and Health Careers.

**8. Date of Revision:**

November 8, 2018

**Abbreviations:**

CC = **Community Classroom**  
(Unpaid, on-the-job, training experience at business sites)

NHS = **National Health Care Skill Standards** (www.chste.org)

**9. Course Outline:**

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

<b>CAREER PREPARATION STANDARDS</b>		<b>Class</b>	<b>CC</b>	<b>Standards</b>
<b>I.</b>	<b>WORKPLACE BASIC SKILLS &amp; BEHAVIORS</b>	Integrated throughout course		2.1
	<i>(MVROP ESLR #1)</i>			4.1
	<i>(NHS Oral Communication Skills-2.11, 2.12, 2.13, 2.14, 2.15; Key Employability Skills-4.17; Interpersonal Communications-4.21, 4.22, 4.23, 4.24; Personal Growth and Development-4.32, 4.33; Cultural, Social, &amp; Ethnic Diversity-6.31, 6.32; Health Care Teams-8.11; Team Member Participation-8.21, 8.24, 8.26, 8.27, 8.29)</i>			4.2
				4.3
				6.3
				8.1
				8.2

- A. Apply skills learned in class.
- B. Analyze information and make decisions.
- C. Communicate verbally and in writing.

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1. Observe tone of voice, facial expressions, and how words are spoken.
  2. Recognize & explain commonly used defense mechanisms.
  3. Identify religious beliefs, values, traditions, practices, and rituals.
  4. Consistently use courtesy, cooperation, emotional control, & empathy.
  5. Demonstrate active listening skills, sensitivity, concern, and tactfulness with family members and health team
- D. Work independently and as a team member in a diverse workplace.
- E. Work reliably, responsibly, and ethically.
1. Identify types of harassment and complaints
  2. Describe laws related to harassment
  3. Discuss confidentiality HIPAA act

### II.

#### **CAREER TECHNICAL SKILLS**

*(MVROP ESLR #2)*

*(NHS Communication Technology-11.11; Personal Safety-7.21, 7.22; Environmental Safety-7.32, 7.33, 7.34; Common Safety Hazards-7.41, 7.42, 7.43, 7.44, 7.45, 7.46; Health Behaviors-9.13, 9.14; Occupational Safety-10.12)*

Class	CC	Standards
Integrated		7.2
throughout course		7.3
		7.4
		9.1
		10.0
		11.1

- A. Use appropriate technology.
1. Identify major components of a computer system
  2. Compare computer capabilities and limitations
  3. Describe how to enter data into Electronic Medical Records
- B. Understand and practice occupational safety standards.
1. Use correct body mechanics while performing procedures in the laboratory or clinical area
  2. Observe all safety standards established by the Occupational Safety and Health Administration (OSHA), especially the Occupational Exposure to Hazardous Chemicals Standards & the Blood borne Pathogen Standard
  3. Observe all regulations for patient safety while performing procedures in any area
  4. List the main classes of fire extinguishers
  5. Locate and describe the operation of the nearest fire alarm
  6. Describe the evacuation plan according to school policy
- C. Demonstrate an awareness of how a business or industry functions.

### III.

#### **JOB EMPLOYMENT SKILLS**

*(MVROP ESLR #3)*

*(NHS Career Decision Making-4.41, 4.42; Key Employability Skills-4.12, 4.14, 4.17, 4.18, 4.19)*

Class	CC	Standards
Integrated		4.1
throughout course		4.4

- A. Develop a plan to achieve career goals.
1. Create a Career Portfolio
  2. Choose a Medical Career

- 3. Identify educational requirements and skills
- 4. Develop a career brochure
- B. Use effective job search strategies.
  - 1. Write a letter of application
  - 2. Prepare a resume' containing all necessary information
  - 3. Complete a job application form
  - 4. Practice job interviewing with proper dress
  - 5. Determine income and budgeting
- C. Demonstrate an awareness of the importance of lifelong learning CEUs.

**PART 1 HEALTH CAREERS--CONTENT AREA SKILLS**

		Class	CC	Standards
<b>IV.</b>	<p><b>HEALTH CARE SYSTEMS</b>                      (MVRP ESLR #2)                      (NHS Health Care Delivery System-3.21, 3.22; Health Care Delivery System Results-3.31; Health Care Team-8.11, 8.12, 8.13; Team Member Participation-8.23)</p> <ul style="list-style-type: none"> <li>A. Describe types of private health care facilities</li> <li>B. Analyze government agencies and the services offered by each</li> <li>C. Describe services offered by voluntary or nonprofit agencies</li> <li>D. Compare the basic principles of different health insurance plans</li> <li>E. Explain the purpose of organizational structures in health care facilities.</li> <li>F. Identify current trends or changes in health care.</li> <li>G. Define, pronounce, and spell all key terms.</li> </ul>	4	0	3.2 3.3 8.1 8.2
<b>V.</b>	<p><b>CAREERS IN HEALTH CARE</b>                      (MVRP ESLR #2)                      (NHS Career Decision Making 4.42)</p> <ul style="list-style-type: none"> <li>A. Compare the educational requirements for associates, bachelors, and master's degrees.</li> <li>B. Contrast certification, registration, and licensure.</li> <li>C. Describe different health careers by including a definition, duties, educational requirements, and employment opportunities.                             <ul style="list-style-type: none"> <li>1. Dental Careers</li> <li>2. Diagnostic Services</li> <li>3. Emergency Medical Services</li> <li>4. Health Information &amp; Communication Services</li> <li>5. Hospital/Health Care Facility Services</li> <li>6. Medical Careers</li> <li>7. Mental &amp; Social Services</li> <li>8. Mortuary Careers</li> <li>9. Nursing Careers</li> <li>10. Nutrition &amp; Dietary Services</li> <li>11. Therapeutic Services</li> <li>12. Veterinary Careers</li> <li>13. Vision Services</li> </ul> </li> <li>D. Define, pronounce, and spell all the key terms.</li> </ul>	10	0	4.4

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		Class	CC	Standards
<b>VI.</b>	<b>PERSONAL QUALITIES OF A HEALTH CARE WORKER</b> <i>(MVROP ESLR #2)</i> <i>(NHS Key Employability Skills-4.13)</i>	5	0	4.1
	<ul style="list-style-type: none"> <li>A. Explain how diet, rest, exercise, and good posture contribute to good health.</li> <li>B. Demonstrate the standards of professional appearance.</li> <li>C. Create a characteristic profile of a health care worker that includes personal/professional traits or attitudes.</li> <li>D. Identify why teamwork &amp; leadership are beneficial in health care.</li> <li>E. Identify emotional responses to stressors, and ways to eliminate or decrease stress.</li> <li>F. Explain how time management, problem solving, and goal setting contribute to reducing stress.</li> <li>G. Define, pronounce, and spell all key terms.</li> </ul>			
<b>VII.</b>	<b>LEGAL &amp; ETHICAL RESPONSIBILITIES</b> <i>(MVROP ESLR #2)</i> <i>(NHS Legal Practices-5.22, 5.25, 5.26; Ethical Practice-6.23, 6.25)</i>	15	0	5.2 6.2
	<ul style="list-style-type: none"> <li>A. Provide an example of a situation that might result in legal action.</li> <li>B. Define privileged communications and explain how they apply to health care.</li> <li>C. State the legal regulations that apply to health care.</li> <li>D. List basic rules of ethics for health care personnel.</li> <li>E. List the rights of the patient who is receiving health care.</li> <li>F. Justify professional standards by explaining how they help meet legal/ethical requirements.</li> <li>G. Define, pronounce, and spell all key terms.</li> </ul>			
<b>VIII.</b>	<b>MEDICAL TERMINOLOGY</b> <i>(MVROP ESLR #2)</i> <i>(NHS Written Communication Skills-2.26)</i>	15	0	2.2
	<ul style="list-style-type: none"> <li>A. Identify basic medical abbreviations.</li> <li>B. Define prefixes, suffixes, and word roots selected.</li> <li>C. Create medical terms by putting together the word parts.</li> </ul>			
<b>IX.</b>	<b>ANATOMY AND PHYSIOLOGY</b> <i>(MVROP ESLR #2)</i> <i>(NHS Human Structure and Function-1.11, 1.12, 1.13, 1.14; Diseases and Disorders-1.21, 1.24, 1.25)</i>	70	0	1.1 1.2
	<ul style="list-style-type: none"> <li>A. Apply the appropriate terminology to major organs and systems of the human body including: Integumentary, Skeletal, Muscular, Nervous, Special Senses, Circulatory, Lymphatic, Respiratory, Digestive, Urinary, Endocrine, and Reproductive.</li> <li>B. Identify the major functions of body systems.</li> <li>C. Compare interrelationships of body systems.</li> <li>D. Describe basic diseases affecting each of the body systems.</li> <li>E. Define, pronounce, and spell all key terms.</li> </ul>			

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		Class	CC	Standards
<b>X.</b>	<b>HUMAN GROWTH AND DEVELOPMENT</b> <i>(MVROP ESLR #2)</i>	5	0	
	<ul style="list-style-type: none"> <li>A. Identify physical, mental, emotional, &amp; social developments that occur during each of the seven main life stages.</li> <li>B. Create examples for each of Maslow’s Hierarchy of Needs.</li> <li>C. Describe situations that show the use of defense mechanisms.</li> <li>D. Explain the importance of listening, nonverbal behavior, reporting, and recording in the communication process.</li> <li>E. Define, pronounce, and spell all key terms.</li> </ul>			
<b>XI.</b>	<b>CULTURAL DIVERSITY</b> <i>(MVROP ESLR #2)</i> <i>(NHS Key Employability Skills-4.16)</i>	2	0	4.1
	<ul style="list-style-type: none"> <li>A. List basic characteristics of culture and identify some of the major ethnic groups in the U.S.</li> <li>B. Differentiate between culture, ethnicity, and race.</li> <li>C. Describe ways to avoid bias, prejudice, and stereotyping.</li> <li>D. Identify ways in which language (verbal and nonverbal) is affected by cultural diversity.</li> <li>E. Compare diverse health beliefs of different ethnic/cultural groups.</li> <li>F. Identify methods to show respect for religious beliefs and cultural diversity.</li> <li>G. Define, pronounce, and spell all key terms.</li> </ul>			
<b>XII.</b>	<b>GERIATRIC CARE</b> <i>(MVROP ESLR #2)</i>	8	0	
	<ul style="list-style-type: none"> <li>A. Differentiate between the myths and facts of aspects of aging.</li> <li>B. Demonstrate methods of providing care to the elderly.</li> <li>C. List factors that cause psychosocial changes.</li> <li>D. Recognize the causes &amp; effects of confusion &amp; disorientation in the elderly.</li> <li>E. Define, pronounce, and spell all key terms.</li> </ul>			
<b>XIII.</b>	<b>NUTRITION AND DIETS</b> <i>(MVROP ESLR #2)</i>	6	0	
	<ul style="list-style-type: none"> <li>A. List the effects of good and bad nutrition.</li> <li>B. Name the groups of essential nutrients and their functions and sources.</li> <li>C. Differentiate between the processes of digestion, absorption, and metabolism.</li> <li>D. Name, describe, and explain the purposes of therapeutic diets.</li> <li>E. Define, pronounce, and spell all key terms.</li> </ul>			
<b>XIV.</b>	<b>INFECTION CONTROL</b> <i>(MVROP ESLR #2)</i> <i>(NHS Diseases and Disorders-1.22; Infection Control-7.11, 7.12, 7.13; Personal Safety-7.21, 7.23; Healthy Behaviors-9.11, 9.13; Occupational Safety-10.11, 10.12, 10.13, 10.14)</i>	12	0	1.2 7.1 7.2 9.1 <u>10.1</u>

- A. List the components of the chain of infection.
- B. Differentiate between antiseptics, disinfection, and sterilization.
- C. Wash hands according to the recommended aseptic technique.
- D. Wash, wrap, and autoclave instruments, linen, & equipment. Using autoclave.
- E. Operate an autoclave with accuracy and safety.
- F. Clean instruments with an ultrasonic unit.
- G. Prepare sterile packages, gloves, and dressing tray without contaminating the materials.
- H. Don and remove a transmission-based isolation mask, gloves, and gown. Relate basic tasks to the care of a patient in isolation.
- I. Define, pronounce, and spell all key terms.

**XV.**

**VITAL SIGNS**  
(MVROP ESLR #2)

Class	CC	Standards
13	0	

- A. Measure and record temperature accurately, including oral, rectal, axillary, and tympanic.
- B. Measure and record radial pulse with accuracy.
- C. Count and record respirations with accuracy.
- D. Measure and record apical pulse with accuracy.
- E. Measure and record blood pressure with accuracy.
- F. State the normal range for temperatures, pulse, respirations, systolic pressure, and diastolic pressure.
- G. Define, pronounce, and spell all key terms.

**XVI.**

**FIRST AID**  
(MVROP ESLR #2)  
*Legal Implications-5.15, 5.16, 5.18; Legal Practices-5.27; Emergency Procedures and Protocols-7.51, 7.53; Occupational Safety-10.13, 10.14*

Class	CC	Standards
15	0	5.1 5.2 7.5 10.0

- A. Demonstrate cardiopulmonary resuscitation (CPR) for one-person rescue, two-person rescue, infants, children, and obstructed-airway victims. Describe the components of emergency crash cart
- B. Describe first aid for:
  - 1. Bleeding and wounds
  - 2. Shock
  - 3. Poisoning
  - 4. Burns
  - 5. Heat & cold exposure
  - 6. Bone & joint injuries, including fractures
  - 7. Specific injuries
  - 8. Sudden illness Crash Cart importance.
- C. Apply dressings and bandages, observing all safety precautions.
- D. Define, pronounce, and spell all key terms.

**PART 2 SPECIAL HEALTH CARE--CONTENT AREA SKILLS**

**XVII.**

**DENTAL ASSISTANT SKILLS**

Class	CC	Standards
6	24	

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(MVROP ESLR #2)

- A. Identify the structures and tissues of a tooth.
- B. Identify the teeth by using the Universal Numbering System & the Federation Dentaire International System.
- C. Identify the surfaces of the teeth.
- D. Chart conditions of the teeth.
- E. Operate and maintain dental equipment.
- F. Identify dental instruments and prepare dental trays.
- G. Position a patient in the dental chair.
- H. **Demonstrate brushing and flossing techniques using teeth models**
- I. Take impressions and pour models.
- J. Make custom trays.
- K. Maintain and load an anesthetic aspirating syringe.
- L. Mix dental cements and bases.
- M. Prepare restorative materials-amalgam and composite.
- N. Develop and mount dental x-rays.

### XVIII.

#### LABORATORY ASSISTANT SKILLS

(MVROP ESLR #2)

- A. Operate a microscope.
- B. Obtain and handle cultures.
  - 1. Culture specimen
  - 2. Direct smear
  - 3. Agar plate
  - 4. Transfer from plate to slide
  - 5. Gram's stain
- C. Puncture the skin to obtain capillary blood.
- D. Perform a micro hematocrit.
- E. Measure hemoglobin.
- F. Count blood cells.
  - 1. Erythrocytes
  - 2. Leukocytes
- G. Prepare and stain a blood film or smear.
- H. Test for blood types.
- I. Perform an erythrocyte sedimentation rate.
- J. Measure blood-sugar (glucose) level.
- K. Test urine. – **Dipstick method**
- L. Use reagent strips to test urine.
- M. Measure specific gravity.
- N. Prepare urine for microscopic examination.

Class	CC	Standards
6	24	

### XIX.

#### MEDICAL ASSISTANT SKILLS

(MVROP ESLR #2)

- A. Measure and record height and weight (adults and infants).
- B. Position a patient.
- C. Screen for vision problems.
- D. Assist with physical examinations.
  - 1. Eye, ear, nose, throat

Class	CC	Standards
6	24	



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- 2. Gynecological
- 3. General physical
- E. Assist with minor surgery and suture removal.
- F. Record and mount an electrocardiogram.
- G. Use the *Physicians' Desk Reference* (PDR)
- H. Work with math and medications.
  - 1. Use roman numerals
  - 2. Convert metric measurements
  - 3. Convert household measurements (English)

	Class	CC	Standards
<b>XX. NURSE ASSISTANT SKILLS</b> <i>(MVROP ESLR #2)</i>	6	24	
A. Admit, transfer, or discharge a patient. Demonstrate care of patient's belongings.			
B. Position a patient in correct position. <b>Need for the Examination Table</b>			
C. Move and turn a patient in bed.			
D. Perform the following transfer techniques <ul style="list-style-type: none"> <li>1. Dangling</li> <li>2. Wheelchair</li> <li>3. Chair</li> <li>4. Stretcher</li> </ul>			
E. Transfer a patient by way of a mechanical lift and observe all safety points.			
F. Make closed, open, and occupied beds.			
G. Administer routine, denture, and special oral hygiene.			
H. Administer hair care and nail care.			
I. Administer backrub, using the five major movements.			
J. Shave a patient, using a safety or electric razor.			
K. Change a patient's bedclothes.			
L. Administer a partial bed bath and a complete bed bath.			
M. Help a patient take a tub bath or shower.			
N. Measure, record intake and output charts.			
O. Assist a patient with eating; feed a patient.			
P. Administer a bedpan or urinal.			
Q. Provide catheter care.			
R. Empty a urinary-drainage unit without contamination.			
S. Provide ostomy care.			

	Class	CC	Standards
<b>XXI. PHYSICAL THERAPY SKILLS</b> <i>(MVROP ESLR #2)</i> <i>(NHS Ethical Practice-6.26)</i>	6	24	6.2

- A. Perform range-of-motion (ROM) exercises on all body joints.
- B. Ambulate a patient using a transfer (gait) belt.
- C. Check the correct measurements of patients for canes, crutches, and walkers.
- D. Ambulate a patient using the following crutch gaits:
  - 1. Four point

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- 2. Three point
- 3. Two point
- 4. Swing to
- 5. Swing through
- E. Ambulate a patient using a cane and a walker.
- F. Apply an ice bag or ice collar.
- G. Apply a warm-water bag.
- H. Apply an aquamatic pad.
- I. Apply a moist compress.
- J. Administer a sitz bath.
- K. Define, pronounce, and spell all the key terms.

		Class	CC	Standards
<b>XXII.</b>	<b>BUSINESS AND ACCOUNTING SKILLS</b> <i>(MVROP ESLR #2)</i> <i>(NHS Communication Technology-11.12)</i>	6	24	<i>11.1</i>
	A. File records using both the alphabetical and numerical systems.			
	B. Utilize correct telephone techniques when using a business telephone.			
	C. Schedule appointments using a standards appointment ledger of a computer program.			
	D. Complete registration and history records.			
	E. Compose and print letters of consultation, collection, appointment, recall, and inquiry.			
	F. Complete basic insurance forms accurately, neatly, & thoroughly.			
	G. Maintain a bookkeeping system and be able to maintain electronic health record system Maintain confidentiality and privacy under HIPAA			
	H. Write checks, deposit slips, and receipts.			
	I. Define, pronounce, and spell all the key terms.			
	Hours	216	144	
	<b>Total Approved Course Hours</b>		<b>360</b>	

### 10. Additional Items:

**a. Articulation:** This course is articulated with Las Positas College. Students that earn a B- or better in the class can earn 2.0 college units for HSCI 55: Orientation to Health Care.

**b. Academic Credit:** 20 elective credits

**c. Instructional Strategies:**

lecture	oral reports	job-shadowing
group discussion	multi-media	simulation
brain storming	guided practice	cooperative groups
projects	demonstration	guest speakers
reading assignments	role-playing	work-based learning

**d. Instructional Materials:**

Textbook: Diversified Health Occupations, 7<sup>th</sup> Edition, Louise Simmers, 2009

Workbook associated with the text book

uniforms	handouts	Visual overheads
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video tapes

power points

Internet access

**e. Additional Training:** Electronic health record filing systems with Practice Fusion cloud based electronic filing and HIPAA training.

**f. Certificate Competency List:**

*Career Technical Skills:*

- Describe anatomy and physiology functions of the human body systems
- Demonstrate appointment scheduling, telephone techniques and message taking
- State cultural diversity areas of concern
- Record growth charts based on age and weight for male and female children
- Recognize methods of geriatric care and related symptoms
- Identify appropriate nutrition and related diets
- Demonstrate proper infection control techniques
- Demonstrate methods for checking basic vital signs, graph TPR charts
- Get certified in CPR by AHA BLS and describe the components of emergency crash cart
- Demonstrate HIPAA awareness; provide privacy, respect and dignity to the patient
- Demonstrate electronic medical record keeping
- Identify health care systems and facilities
- Describe various health careers and qualifying requirements
- Demonstrate professional qualities of a health care worker
- State basic legal and ethical responsibilities in health care
- Identify basic medical terminology

*Application of Skills:*

- Describe dental assistant skills
  - Describe office assistant skills
  - Describe medical assistant skills
  - Describe nurse assistant skills
  - Describe physical therapy skills
  - Describe pharmacy skills
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Required proficiency level for certificate of Completion:

1. Overall grade of a “B” or higher for both semesters.
2. Minimum student mastery level on each skill is to perform correctly with direct supervision. Demonstrate critical thinking skills at OJT.
3. Demonstrate occupational specific and general work place skills.

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4. Maintain Universal and standard precautions mandated by OSHA
5. Students get trained on HIPAA awareness; privacy and confidentiality through [hipaatraining.com](http://hipaatraining.com) online certification.
6. Students are required to understand patients' rights and respect and dignity of patients in health industry
7. Sexual Harassment and bullying awareness and reporting is included in the curriculum
8. Students apply to Las Positas College to get the college credits for the course if they get a "B" grade or better.

Students will be eligible for CPR certificate after successfully completing and passing the ASHI BLS, HCP CPR classes.