

**<YUH 7UfYYfg**  
(CIP: 51.1102)

**OCCUPATIONAL SKILLS**

The student demonstrates the specified level of competency in occupational skills:

0	1	2	3	4
no-exposure	introduced	practiced	entry-level	competency

**SECTION I - HEALTH CAREERS**

0 1 2 3 4

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**A. Demonstrate an Understanding of Health Careers Encompassing the Educational Requirements, Job Descriptions, Career Ladder Options, and Employment Opportunities**

(Vermont Standards: 1.18, 1.19, 3.15, 3.16, 7.5)

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**B. Demonstrate Knowledge of Personal Qualities Necessary for Health Careers and the Importance of Team Relationships in Health Careers**

(Vermont Standards: 3.10, 3.11, 3.12, 3.13, 3.14)

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**C. Demonstrate the Application of Time Management and Goal Setting Skills**

(Vermont Standards: 3.1, 3.2, 3.10)

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**D. Demonstrate the Components of Good Health Habits for the Workplace**

(Vermont Standards: 3.3, 3.4, 3.5, 3.6, 3.7)

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**E. List the Legal and Ethical Standards of Conduct Required in the Health Care Field**

(Vermont Standards: 3.3, 3.10, 3.11, 3.13, 6.13, 6.23, 6.24)

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**F. Demonstrate the Communication Skills Necessary for Good Interpersonal Relationships, Including Use of Computers**

(Vermont Standards: 1.13, 1.14, 1.15, 1.18, 1.19, 1.20, 2.2, 2.3)

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**G. List, Define, and Use the Medical Terms and Abbreviations Commonly Used in the Health Field**

(Vermont Standards: 1.17, 5.19, 5.21, 7.14)

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**H. Understand Theory and Demonstrate Medical Asepsis**

(Vermont Standards:

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**I. Demonstrate Work Place Safety Skills**

(Vermont Standards: 7.14, 7.18)

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**J. Demonstrate Knowledge of Basic Human Anatomy and Physiology, Body Systems, Organs, and Functions**

(Vermont Standards: 7.14, 7.18)

- 00000 K. **Understand the Normal Nutritional Needs of the Body and the Application of Diet Therapy**  
(Vermont Standards: 3.5, 7.14, 7.18)
  
- 00000 L. **Identify the Basic Needs of Individuals and Ways to Meet Those Needs**  
(Vermont Standards: 2.2, 2.3, 2.4, 3.4, 3.5, 3.7, 3.11, 3.12, 4.3, 4.4, 4.5, 6.23, 6.24, 7.18)
  
- 00000 M. **Demonstrate the Procedure for and the Recording of Vital Signs and Physical Measurements**  
(Vermont Standards: 1.14, 1.17, 1.20, 7.6, 7.18)
  
- 00000 N. **Demonstrate Knowledge of Basic First Aid**  
(Vermont Standards: 7.14)
  
- 00000 O. **Perform Addition, Subtraction, Multiplication, and Division of Whole Numbers, Fractions, and Decimals**  
(Vermont Standards: 7.6)
  
- 00000 P. **Demonstrate and Perform Measurements and Conversions between English and Metric**  
(Vermont Standards: 7.6)
  
- 00000 Q. **Identify Needs and Stages of Development through the Life Cycle**  
(Vermont Standards: 3.4, 4.5, 7.14)

## SECTION II – SPECIALITIES

- 00000 A. **NURSING ASSISTANT I**  
**Demonstrate Nursing Assistant Skills and Knowledge Prescribed for the State Licensing Exam**
  
- 00000 A. **NURSING ASSISTANT II**  
**Demonstrate Nursing Assistant Skills and Knowledge needed for Performing and Recording Advanced Procedures in an Acute Care Facility**
  
- 00000 A. **ECG ASSISTANT**  
**Demonstrate ECG Skills and Knowledge Needed for Performing and Recording Electronic Cardiac Diagnostic Procedures and Maintaining Equipment**
  
- 00000 A. **MEDICAL OFFICE OCCUPATIONS**  
**Demonstrate Medical Assistant/Secretarial Skills and Knowledge needed for Performing and Recording Procedures needed in a Medical Office or Medical Unit**
  
- OPTOMETRIC ASSISTANT**

00000 A. Demonstrate Optometric Assistant Skills and Knowledge including but not limited to Testing and Screening, Ordering and Caring for Lenses, Record, and Maintenance of Equipment

**REHABILITATION THERAPY AIDE**

00000 A. Demonstrate Rehabilitation Therapy Aide (Physical Therapy, Occupational Therapy, or Recreation Therapy) Skills and Knowledge needed for Performing and Recording Procedures Prescribed by a Registered Therapist

**VETERINARY ASSISTANT**

00000 A. Demonstrate Veterinary Skills and Knowledge needed for Performing, Assisting with and Recording Care, Diagnostic, Surgical, and Treatment Procedures and Maintaining Equipment

**DIRECTIONS**

Evaluate the student by checking the appropriate box to indicate the degree of Competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.

**Rating Scale:**

- 0 No exposure**
- 1 Introduced-** the student has been exposed through non-participatory instruction (e.g. lecture, demonstration, field trip, video).
- 2 Practiced-** the student can perform the task with direct supervision.
- 3 Entry-Level Competency-** the student can perform the task with limited supervision and/or does not perform the task to standard (a typical entry-level performance expectation).
- 4 Competency-** the student consistently performs task to standard with no supervision (on at least two occasions or at instructor's option).

**SECTION I - HEALTH CAREERS**

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**A. Demonstrate an Understanding of Health Careers Encompassing the Educational Requirements, Job Descriptions, Career Ladder Options, and Employment Opportunities**

- \*A.001 List major areas in the health career field, comparing education requirements of various health careers.
- \*A.002 Give examples of tasks required of various health career paths.
- \*A.003 Demonstrate familiarity with career ladder options in the health field, understanding opportunities for advancement.
- \*A.004 List and describe agencies/facilities which offer employment in the health field.
- \*A.005 Identify relationships among health careers and other disciplines.

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**B. Demonstrate Knowledge of Personal Qualities Necessary for Health Careers and the Importance of Team Relationships in Health Careers**

- \*B.001 Explain the importance of the personal qualities necessary for health career professionals.

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**C. Demonstrate the Application of Time Management and Goal Setting Skills**

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**D. Demonstrate the Components of Good Health Habits for the Work Place**

- \*D.001 Explain components of good physical and mental health habits: diet, exercise, hygiene, etc.
- \*D.002 Demonstrate appropriate health habits for the work place.
- \*D.003 Explain components of positive and negative stress.
- \*D.004 Demonstrate an understanding of the roles stress plays in wellness.
- \*D.005 Demonstrate the development of a wellness plan.
- \*D.006 Develop a personal wellness plan.

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**E. List the Legal and Ethical Standards of Conduct Required in the Health Care Field**

- \*E.001 List standards of conduct required in the health care field.
- \*E.002 Understand the need for total confidentiality in the work place.
- \*E.003 Understand the legal responsibility for one's own actions, and become familiar with any licensing regulations related to one's practice.
- \*E.004 Recognize the need and responsibility for documentation of client care.
- \*E.005 Recognize a variety of forms and records used for documentation.

- \*E.006 Demonstrate knowledge of clients' rights issues, addressing the Vermont abuse reporting law.
- \*E.007 Demonstrate knowledge of advanced directives issues and ethics related to them.

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**F. Demonstrate the Communication Skills Necessary for Good Interpersonal Relationships (e.g., verbal, non-verbal, objective reporting, subjective reporting, listening, etc.), Including Use of Computers**

- \*F.001 Demonstrate the communication skills necessary for good interpersonal relationships (e.g., verbal, non-verbal, objective reporting, subjective reporting, listening, etc.).
- \*F.002 Demonstrate ways of communicating with people who have experienced sensory deprivation and cognitive impairment.
- \*F.003 Demonstrate correct telephone technique and message taking.
- \*F.004 Write a business letter correctly.
- \*F.005 Access and process information with a computer.
- \*F.006 Communicate effectively with members of the medical team, realizing the importance of teamwork and cooperation with co-workers to provide safe, high quality care.
- \*F.007 Contribute input relevant to client's plan of care.
- \*F.008 Use senses of sight, touch, hearing, and smell for observation.
- \*F.009 Send and receive messages by electronic communications (fax, e-mail, voice mail).

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**G. List, Define, and Use the Medical Terms and Abbreviations Commonly used in the Health Field**

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**H. Understand Theory and Demonstrate Medical Asepsis**

- \*H.001 Explain the theory of and demonstrate the practice of medical asepsis.
- \*H.002 Explain the infectious process in the transmission of disease, identifying different forms of isolation.
- \*H.003 Describe methods of disinfection and sterilization.
- \*H.004 Describe and demonstrate universal precautions techniques.
- \*H.005 Complete OSHA blood borne pathogen training.
- \*H.006 Explain the theory and demonstrate the practice of surgical asepsis.
- \*H.007 Describe and demonstrate additional precaution technique.

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**I. Demonstrate Work Place Safety Skills**

- \*I.001 Define body mechanics and demonstrate correct use of body mechanics.
- \*I.002 Describe the components of a safe health care environment.
- \*I.003 Follow appropriate emergency procedures for the work place, such as 911-type systems for fire and other emergencies.
- \*I.004 Demonstrate actions to be taken in event of fire and other disasters.
- \*I.005 Demonstrate appropriate dress for safety in the work place.
- \*I.006 Identify unsafe conditions and report them to supervisor.
- \*I.007 Be aware of hazardous materials used in the work place, knowing how to read and understand Material Safety Data Sheet.
- \*I.008 Be aware of and know how to use OSHA regulations on the work place.

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**J. Demonstrate Knowledge of Basic Human Anatomy and Physiology, Body Systems, Organs, and Functions**

- \*J.001 Demonstrate knowledge of basic human anatomy and physiology, body systems, organs, and functions.
- \*J.002 Recognize abnormal changes in body functions and the importance of reporting such changes to a supervisor.
- \*J.003 Understand prescription of pain alternatives to medication/other modalities.

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**K. Understand the Normal Nutritional Needs of the Body and the Application of Diet Therapy**

- \*K.001 Describe and apply the food pyramid/basic food groups concepts.
- \*K.002 Define the term 'nutrition' and state the function of the six essential nutrients.

- \*K.003 Describe special diets commonly in use, including contents, instances of use, and dietary supplements.
- \*K.004 Define the term 'diet therapy' and describe its application by health workers.

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**L. Identify the Basic Needs of Individuals (Social, Physical, Physiological and Spiritual) and Ways to Meet Those Needs**

- \*L.001 Identify and understand the cultural and social diversity of individuals as it affects the attitude and practices of the health worker.
- \*L.002 Identify emotions that influence behavior and ways of modifying the behaviors.
- \*L.003 Identify methods and techniques to support clients and their families through the decision making process consistent with the client's dignity.
- \*L.004 Define 'defense mechanisms' and give examples.
- \*L.005 List behaviors influenced by illness, hereditary factors, environment that could be exhibited by a client.
- \*L.006 Demonstrate techniques for addressing the unique needs of individuals with dementia (Alzheimer's, etc.)

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**M. Demonstrate the Procedure for and the Recording of Vital Signs and Physical Measurements**

- \*M.001 Demonstrate proper measurement of vital signs and recording of the measurements and parameters for reporting.
- \*M.002 Measure, record, and report height and weight.
- \*M.003 Demonstrate knowledge of restorative and rehabilitative care planning and recording.
- \*M.004 Do vision screening, recognizing vision problems.

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**N. Demonstrate Knowledge of Basic First Aid**

- \*N.001 Demonstrate knowledge of basic first aid.
- \*N.002 Perform CPR on adult, child, and infant manikins.
- \*N.003 Earn CPR certification.

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**O. Perform Addition, Subtraction, Multiplication, and Division of Whole Numbers, Fractions, and Decimals**

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**P. Demonstrate and Perform Measurements and Conversions between English and Metric**

- \*P.001 Demonstrate measuring with metric and English units, using common terms.
- \*P.002 Perform conversions between English and metric.

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**Q. Identify Needs and Stages of Development through the Life Cycle**

- \*Q.001 Identify common theories of human development.
- \*Q.002 Identify physical, intellectual and social/emotional development through the life cycle.
- \*Q.003 Observe, plan, and assist/carry out activities involving at least one of the following areas: prenatal, infant/toddler, early childhood, school age, adolescence, adult, developmentally delayed, elderly populations within the health career fields.

## SECTION II - SPECIALITIES

### NURSING ASSISTANT I

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**A. Demonstrate Nursing Assistant Skills and Knowledge Prescribed for the State Licensing Exam**

- A.001 Explain need for and demonstrate total confidentiality in the work place.
- A.002 Define the role of nursing assistant in the health team.
- A.003 Demonstrate making unoccupied and occupied beds.

- A.004 Demonstrate safe transportation of clients.
- A.005 Demonstrate range of motion.
- A.006 Define and demonstrate correct oral hygiene practices.
- A.007 Demonstrate proper procedures for feeding clients, explaining the importance of mealtime.
- A.008 Explain the importance of fluid balance, demonstrating proper methods of recording fluid O&I.
- A.009 Demonstrate hair care/shampoo and nail care.
- A.010 Describe the development of decubitus ulcers, identifying preventive nursing care and current treatment practices.
- A.011 Define, describe, and demonstrate different client positions.
- A.012 Demonstrate knowledge of bowel and bladder training methods.
- A.013 Demonstrate proper techniques for client hygiene, explaining the psychological considerations of giving personal care to clients.
- A.014 Demonstrate proper care of clients with systemic tubes (e.g., urinary, gastric, catheter, etc.).
- A.015 Demonstrate procedures for admitting, transferring, and/or discharging clients.
- A.016 Demonstrate awareness of needs of a terminally ill client and his/her family.
- A.017 Describe process for client post mortem care.
- A.018 Explain the importance of and describe the proper procedure for collecting specimens.
- A.019 Demonstrate proper procedure for giving enemas, explaining the functions of cleansing enemas.
- A.020 Demonstrate proper procedure for sitz bath.
- A.021 Explain the responsibility of health assistant in observing clients receiving intravenous fluids.
- A.022 Demonstrate various methods of oxygen administration.
- A.023 Weigh clients using various weighing devices.
- A.024 Transfer client using lifting devices.

## **NURSING ASSISTANT II**

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### **A. Demonstrate Nursing Assistant Skills and Knowledge Needed for Performing and Recording Advanced Procedures in an Acute Care Facility**

- A.001 Explain need for and demonstrate total confidentiality in the work place.

## **ECG ASSISTANT**

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### **A. Demonstrate ECG Skills and Knowledge Needed for Performing and Recording Electronic Cardiac Diagnostic Procedures and Maintaining Equipment**

- A.001 Explain need for and demonstrate total confidentiality in the work place.
- A.002 Operate the electro-cardiograph machine.
- A.003 Complete various forms for record keeping and charges.
- A.004 Mount ECG results (12 leads) in appropriate sequence.
- A.005 Prepare client for ECG testing.
- A.006 Explain the care and maintenance of the various machines used in the ECG department.
- A.007 Apply the knowledge of structure, characteristics, and functions of the circulatory system.
- A.008 Identify structures of the heart which are involved in following the course of an electrical impulse.
- A.009 Shave client for placement of leads for stress testing.
- A.010 Explain what takes place during depolarization and repolarization of heart muscles.
- A.011 Relate the lead circuits of the ECG to the correct electrode combination.
- A.012 Place client on Holter monitor, providing client instruction for its operation.
- A.013 Perform Peripheral Vascular Evaluation (PVE) and Thoracic Outlet Vascular Exam (TOVES).

## **MEDICAL OFFICE OCCUPATIONS**

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### **A. Demonstrate Medical Assistant/secretarial Skills and Knowledge Needed for Performing and Recording Procedures needed in a Medical Office or Medical Unit**

- A.001 Explain need for and demonstrate total confidentiality in the work place.
- A.002 Identify the contents of a basic client chart and the purposes of each of its pages.
- A.003 Identify the supplementary chart pages.

- A.004 Describe the procedures for admission, discharge, transfer, and death of a client, and perform as appropriate.
- A.005 Identify the types of a physician's orders.
- A.006 Describe the action to be taken in carrying out physician's orders.
- A.007 Disassemble charts and prepare for filing in the medical records library.
- A.008 Determine areas of incomplete discharge charts.
- A.009 Identify methods of follow-up for completion of discharge charts.
- A.010 Code charts, including medical condition, treatment coding, etc. Be able to code and file discharge charts.
- A.011 Measure and record height and weight of clients (suggest removal, in V.S. section)
- A.012 Screen for vision problems.
- A.013 Position client for examination.
- A.014 Assist with physical examinations.
- A.015 Prepare billing materials.
- A.016 Demonstrate familiarity with computer spreadsheet (enter and access).
- A.017 Demonstrate familiarity with insurance processing systems.
- A.018 Perform the action to be taken in the admission office when a patient is admitted, transferred, or discharged.
- A.019 Utilize "pegboard system" enter date to proofing daily.

### **OPTOMETRIC ASSISTANT**

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#### **A. Demonstrate Optometric Assistant Skills and Knowledge Including but not Limited to Testing and Screening, Ordering and Caring for Lenses, Record, and Maintenance of Equipment**

- A.001 Explain need for and demonstrate total confidentiality in the work place.
- A.002 Instruct clients in care and use of glasses.
- A.003 Complete the various forms for record keeping and client charts with minimal typing/word processing.
- A.004 Teach the client how to insert, remove, and care for contact lenses.
- A.005 Assist clients in frame selection and frame adjustment.
- A.006 Order the glasses from the manufacturer and verify the specifications when glasses are received by optometrist.
- A.007 Make appointments, using basic telephone skills.
- A.008 Take medical history, obtaining and recording client's chief complaint, history of present illness, past ocular history, family medical history, previous adverse drug reactions and allergies, systemic illness, and details of present medications.
- A.009 Demonstrate basic understanding of visual fields and visual field procedure.
- A.010 Take visual acuities, near and far.
- A.011 Use air puff tonometer.
- A.012 Use common screening devices.
- A.013 Take measurements needed for ordering glasses, interpupillary distance for far and near.
- A.014 Demonstrate user-level maintenance and repair of common office instruments.

### **REHABILITATION THERAPY AIDE**

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#### **A. Demonstrate Rehabilitation Therapy Aide (Physical Therapy, Occupational Therapy, or Recreation Therapy) Skills and Knowledge Needed for Performing and Recording Procedures Prescribed by a Registered Therapist**

- A.001 Explain need for and demonstrate total confidentiality in the work place.
- A.002 Describe the roles of the PT/OT/RT aides as members of the health care team.
- A.003 Define, compare, and contrast "physical therapy", "occupational therapy", and "recreational therapy".
- A.004 List the benefits of Physical/Occupational/Recreational Therapy for clients.
- A.005 Explain the goals of PT/OT/RT [achievement of highest level of independence, etc.].
- A.006 Describe the use of motivational factors in a rehabilitation program for a client.
- A.007 Identify therapeutic modalities to relieve pain.
- A.008 Describe factors involved with reaction to pain (e.g., skeletal muscles, autonomic, and referred).

- A.009 Describe the following: a) hydrotherapy, b) diathermy, c) heat/cool therapy, d) therapeutic appliance application, e) ADL training, g) gait training and transfer training, h) perceptual training
- A.010 Describe the PT/OT/RT aide's role in the use of equipment in the rehabilitation departments, including preventive maintenance of equipment.
- A.011 Describe and demonstrate the aide's role in the use of rehabilitative devices, procedures, and activities under the direction of department professionals.
- A.012 Demonstrate knowledge of perceptual and cognitive function.
- A.013 List causes of impaired/decreased range of motion and strength.
- A.014 List causes of impaired perceptual and/or cognitive function.
- A.015 Demonstrate knowledge of precautions/safety factors and recognition of potentially dangerous physical symptoms (e.g., heart attach/seizure, etc.).

### **VETERINARY ASSISTANT**

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#### **A. Demonstrate Veterinary Skills and Knowledge Needed for Performing, Assisting with and Recording Care, Diagnostic, Surgical, and Treatment Procedures and Maintaining Equipment**

- A.001 Explain need for and demonstrate total confidentiality in the work place.
- A.002 Demonstrate basic knowledge of identity and diet for domestic and farm animal breeds.
- A.003 Compare body structures and functions of animals and avian creatures to human anatomy and physiology.
- A.004 Develop abilities of observation to better differentiate between species normal and abnormal appearance and behavior.
- A.005 Demonstrate knowledge of common diseases of animals and avian creatures, including the zoonoses and how they are transmitted to humans.
- A.006 Assist in the accurate maintenance of client records and office procedures.
- A.007 Define and apply policies of facility for the student roles in collecting specimens, assisting with x-ray, diagnosis and surgical procedures, and direct care to the clients.
- A.008 Identify precautions needed for the prevention of disease, applying these principles when feeding, cleaning and treating clients.
- A.009 Identify and use safety equipment necessary for handlers.
- A.010 Demonstrate knowledge of asepsis, sterilization, surgical instruments, anesthesia machines and care of the surgery room.
- A.011 Demonstrate basic knowledge of identity, habitat, and diet for wildlife and avian creatures of the local area.