

Appendix I

HEALTH SCIENCE YOUTH APPRENTICESHIP

COURSE OUTCOME SUMMARY: OVERVIEW AND TABLE OF CONTENTS

Health Science Youth Apprenticeship

Course Outcome Summary

Course Information

Organization	Cooperative Educational Service Agency 6 (CESA6)
Developers	Robin Kroyer-Kubicek
Development Date	2013

Description

This curriculum describes the performance-based worksite Competencies, Performance Standards, and Learning Objectives for the Wisconsin Youth Apprenticeship (YA) Program in Health Science. The Wisconsin Health Science YA Program is designed to provide students with a working understanding of core health science industry skills and occupationally specific skills that serve as the standard for occupations in the Health Science industry. This program provides the framework for educators and industry to work together to produce work-ready, entry-level employees that will compete favorably in a global market, as well as, provide for post-secondary educational advancement while integrating work-based learning in the school and worksite.

The Health Science YA program competencies are aligned with the National Association of State Directors of Career Technical Education Consortium (NASDCTEc) Career Cluster Skill Standards in Health Science, <http://www.careertech.org/>. Health Science YA students are required to perform all of the Core and Safety and Security skills for EACH pathway they enroll in. **Level One (one year)** YA students are to choose additional competencies from a MINIMUM of ONE Health Science Unit in a specific pathway. **Level Two (two year)** YA students are to complete all of the Level One requirements plus an additional unit within their chose pathway.

Pathway choices:

- Therapeutic Services Pathway
- Health Informatics Pathway
- Ambulatory/Support Services Pathway

EACH competency (worksite skill) is listed with its corresponding Performance Standards and Learning Objectives in the Appendices. The Performance Standards describe the behaviors, **as applicable**, that employers should look for in order to evaluate the competency. The Learning Objectives suggest classroom learning content recommended for the required related technical instruction.

Curriculum Sources

Dental Assisting National Board, Dental Assisting Functions and Requirements, <http://www.danb.org/main/statespecificinfo.asp#WI>, Accessed 7/20/2012.

DACUM (Developing a Curriculum) Advisory Board Meeting for Dental Assisting 11/30/2012. Facilitated by Robin Kroyer-Kubicek, conducted at Waukesha County Technical College.

Illinois Occupational Skill Standards for Clinical Laboratory Science, Medical Office, Nursing, and Physical Therapy Assistant, 2007.

Madison College, Health Unit Coordinator Course, 510-330, 9/12/2006.

Mary Kokan, South Milwaukee High School, Family and Consumer education teacher, 2012.

Mid-Continent Research for Education and Learning, Career Education, Health Education Standards, 4th ed., 2006.

NASDCTEc , Career Cluster Knowledge and Skills charts for Cluster Skills, Therapeutic Services, Diagnostic Services, Health Informatics, and Support Services, 2008 and 2012. <http://www.careertech.org/>.

Oklahoma Career Tech Skills Standards for Laboratory Assistant (OD48201-2010), Long Term Nursing Assistant (OD18607-2006), Medical Assistant Administration (OD28624- 2009), Medical Assistant Clinical (OD28617- 2009), Pharmacy Technician (OD38616- 2006), Dental Assistant (OD38614- 2004).

Pharmacy Technician Certification Board, <http://www.ptcb.org/>

Walgreens Pharmacy Technician Development Plan, September 2006.

Wisconsin Administrative Code, Department of Workforce Development, Chapter 270, Child Labor Laws.

Wisconsin Department of Health Services, Nurse Aide Training and Registry Information, <http://www.dhs.wisconsin.gov/caregiver/NATD/NrsAidTrgPrgInf.HTM>, accessed 2012.

Wisconsin Department of Workforce Development, Jim Chiolino, Labor Standards Bureau, Child Labor Laws, 2012.

Wisconsin Department of Workforce Development, Health Science Youth Apprenticeship sources and curriculums for Medical Assistant, Nursing Assistant, Health Information, Pharmacy Technician, and Health Care Foundations, 2007.

Wisconsin Department of Workforce Development, Health Science Youth Apprenticeship Advisory Committee, formed September 2011 for the purpose of revising and updating the entire Health Science Youth Apprenticeship curriculum.

Wisconsin Department of Workforce Development, Dental Assistant Youth Apprenticeship Advisory Committee, formed September 2012 for the purpose of adding a new Dental Assistant unit to the Health Science Youth Apprenticeship curriculum.

Wisconsin Technical College System, State-aligned curriculum in Dental Assistant: Dental Assistant Clinical, 508-306, 3/5/2011; Dental Chairside, 508-302, 3/5/2011; Dental Materials, 508-113, 3/7/2011; Dental Radiography, 508-103, 3/7/2011.

Wisconsin Technical College System, State-aligned curriculum in Healthcare Information Technology: Healthcare Legal and Ethical Issues, 530-178, 12/1/2005; Introduction to Computing for Health Care, 501-107, 4/6/2006; Healthcare Information Systems, 530-190, 12/1/2005; Health Data Management, 530-176, 12/1/2005; Healthcare Statistics and Research, 530-177; 12/1/2005; Health Unit Coordinator Clinical, 510-303, 11/3/2003; Health Unit Coordinator Procedures I, 510-301, 4/6/2006; Health Unit Coordinator Procedures II, 510-302, 4/6/2006.

Wisconsin Technical College System, State-aligned curriculum in Medical Assistant: Medical Assistant Administrative Procedures, 509-301, 4/7/2005; Medical Assistant Laboratory Procedures I, 509-303, 4/7/2005; Medical Assistant Laboratory Procedures II, 509-305, 4/7/2005; Medical Assistant Clinical Procedures I, 509-304, 4/7/2005; Medical Office Insurance and Finance, 509-307, 4/7/2005; Healthcare Reimbursement, 530-185, 11/5/2003.

Wisconsin Technical College System articulated course curriculum for Principles of Customer Service in Health Care, 501-104, 4/6/2006; Medical Law, Ethics, and Professionalism, 509-309, 4/7/2005; and Healthcare Delivery Systems, 530-172, 5/26/2005.

Worknet Occupation Task Lists for Nurse Aides, Orderlies and Attendants, Medical Assistants, Medical Records and Health Information Technicians, Physical Therapist Aides, Pharmacy Aides, accessed from <http://worknet.wisconsin.gov/worknet/default.aspx> August 2011.

In 2006, this YA program was developed through a Community Based Job Training Grant from the U.S. Department of Labor to Waukesha County Technical College (WCTC) for \$2,307,306.

In 2011, this curriculum was revised and updated through a grant from the Wisconsin Department of Workforce Development to Wisconsin's Cooperative Educational Service Agency 6 (CESA6).

In 2012, this curriculum was revised and the Dental Assistant unit developed through a grant from the Wisconsin Department of Workforce Development to Wisconsin's Cooperative Educational Service Agency 6 (CESA6).

Health Science Youth Apprenticeship

Table of Contents

REQUIRED SKILLS

APPENDIX J:

Unit 1: Core Skills

1. Apply academic knowledge
2. Apply career knowledge
3. Apply Health Science industry knowledge
4. Communicate effectively
5. Act professionally
6. Demonstrate customer service skills
7. Cooperate with others in a team setting
8. Think critically
9. Exhibit regulatory and ethical responsibilities
10. Use resources wisely
11. Use basic technology

Unit 2: Safety and Security

1. Follow personal safety requirements
2. Maintain a safe work environment
3. Demonstrate professional role to be used in an emergency
4. Follow security procedures
5. Maintain confidentiality

APPENDIX K:

Unit 3: Therapeutic Services Pathway: Medical Assistant

1. Use Standard Precautions and Infection Prevention
2. Manage client appointments
3. Create and/or maintain the client record
4. Complete client identification labels
5. Verify client and/or insurance information
6. Order and receive supplies and/or equipment
7. Clean and prepare supplies and/or instruments
8. Instruct clients in collection of specimens
9. Process specimens for testing
10. Assist in performing testing
11. Obtain/update client information
12. Position client
13. Measure height/weight
14. Measure vital signs (W/S)
15. Set up area for exam/procedures
16. Assist with exam/procedures
17. Assist with medication and/or immunization administration (W/S)
18. Clean and restock after procedures
19. Perform CPR (W/S)
20. Use First Aid measures (W/S)

APPENDIX L:

Unit 4: Therapeutic Services Pathway: Nursing Assistant

Required Skills

1. Use Standard Precautions and Infection Prevention
2. Clean room and change unoccupied bed linens
3. Follow care plan
4. Position client
5. Ambulate client
6. Measure temperature, pulse, respirations
7. Assist client with toileting
8. Provide client comfort measures
9. Perform CPR (W/S)

Additional Skills

1. Transport client
2. Assist to transfer client (W/S)
3. Maintain inventory of supplies and/or equipment
4. Manage client appointments
5. Obtain/update client information
6. Measure blood pressure
7. Measure height/weight
8. Measure pulse oximetry
9. Measure fluid intake and output
10. Measure EKG
11. Measure blood sugar
12. Instruct clients in collection of specimens
13. Process specimens for testing
14. Perform phlebotomy
15. Assist in performing testing
16. Make occupied bed
17. Provide client skin care
18. Apply non-prescription topical medications
19. Prepare and/or serve food
20. Aid client with eating and hydration
21. Aid client with oral hygiene
22. Aid client with grooming- hair care
23. Aid client with grooming- nail care
24. Aid client with grooming- dress and undress
25. Aid client with grooming- shaving
26. Care for client with urinary catheter
27. Provide ostomy care
28. Aid client with bathing
29. Give bedbath
30. Apply TED (anti-embolism) stockings
31. Aid client to perform range of motion exercises
32. Set up area for exam/procedures
33. Assist with exam/procedures
34. Assist with medication and/or immunization administration
35. Assist with care of client with dementia
36. Use isolation techniques
37. Perform choking maneuver (W/S)
38. Use First Aid measures (W/S)
39. Assist with post-mortem care (W/S)

APPENDIX M:

Unit 5: Therapeutic Services Pathway: Pharmacy Technician

1. Maintain pharmacy business documents
2. Create and/or maintain the client record
3. Obtain/update client information
4. Verify client and/or insurance information
5. Accept orders
6. Use aseptic technique
7. Clean and prepare supplies and/or instruments
8. Process orders
9. Generate medication labels
10. Perform calculations for medication orders
11. Weigh and measure accurately
12. Assist to prepare topical and/or oral finished dose medications
13. Assist to prepare compounded, diagnostic, and/or parenteral medications (W/S)
14. Provide medication to client
15. Order and receive supplies and/or equipment
16. Perform inventory of supplies, equipment, and/or medications
17. Manage cash drawer
18. Merchandise retail items
19. Participate in quality assurance practices

APPENDIX N:

Unit 6: Health Informatics Pathway: Medical Office

1. Maintain medical office correspondence
2. Perform records management duties
3. Locate information in the client record
4. Create and/or maintain the client record
5. Obtain/update client information
6. Complete client identification labels
7. File manual client records (W/S)
8. Verify client and/or insurance information
9. Process health information requests
10. Manage client appointments
11. Answer phones
12. Assist with basic coding for client billing (W/S)
13. Complete insurance and claim forms
14. Perform basic bookkeeping duties (W/S)
15. Use common office software applications
16. Use database systems to process information
17. Prepare reports
18. Maintain office equipment
19. Order and receive supplies and/or equipment
20. Perform an inventory of supplies and/or equipment

APPENDIX O:

Unit 7: Ambulatory/Support Services Pathway: Ambulatory/Support Services

General Skills

1. Maintain department documents
2. Create and/or maintain the client record
3. Complete client identification labels
4. Manage orders and/or appointments
5. Use computer systems to process information (W/S)
6. Prepare reports
7. Order and receive supplies and/or equipment

Specific Service - Dietary

1. Assist to plan menus based on nutritional needs
2. Assist to prepare food
3. Verify food content matches dietary restrictions
4. Take food orders
5. Serve food
6. Measure/monitor food and fluid intake
7. Aid client with eating and hydration
8. Perform choking maneuver (W/S)

Specific Service - Imaging

1. Assist to prepare diagnostic agents
2. Set up diagnostic area
3. Assist to explain diagnostic procedure to client
4. Assist client with dressing and undressing
5. Position client
6. Assist with diagnostic imaging (Simulate only)
7. Clean and restock after procedure

Specific Service - Laboratory

1. Use aseptic technique
2. Clean and prepare glassware and/or instruments
3. Weigh and measure accurately
4. Perform calculations and conversions
5. Prepare reagents, solutions, and/or buffers
6. Operate lab equipment properly
7. Conduct testing according to protocol
8. Record and analyze test results

Specific Service- Optician/Optomety

1. Obtain lens prescriptions
2. Measure client eye lengths, centers, and distances
3. Set up optometry area
4. Assist to perform eye exam
5. Instruct clients how to care for eyewear
6. Order and purchase frames and lenses
7. Fit glasses to clients

APPENDIX O:

Unit 7: Ambulatory/Support Services Pathway: Ambulatory/Support Services continued

Specific Service- Physical Therapy (PT)

1. Set up treatment area
2. Assist to explain treatment to client
3. Position clients on therapy equipment
4. Measure vital signs
5. Assist with application/adjustment of orthotic and assistive devices
6. Assist client with performing range of motion exercise
7. Assist client with prescribed exercise program
8. Assist client with gait training
9. Administer active and passive treatments

APPENDIX P:

Unit 8: Therapeutic Services Pathway: Dental Assistant

1. Use Standard Precautions & Infection Prevention
2. Create &/or maintain the client record
3. Complete client identification labels
4. Complete lab forms
5. Assist to maintain emergency kit
6. Mix dental materials
7. Clean removable appliances
8. Process dental radiographs
9. Assist to evaluate radiographs for diagnostic quality
10. Prepare procedural trays & set-ups
11. Perform sterilization &/or disinfection procedures
12. Prepare room for exam/procedures
13. Receive & prepare client for treatment
14. Transfer dental instruments
15. Operate water/air syringe & suction
16. Apply topical fluoride
17. Chart dental conditions
18. Assist with common clinical procedures
19. Apply topical anesthetic to the injection site
20. Measure vital signs (W/S)
21. Provide client education & instructions