

Competency Task List – Secondary Component
Health Professions and Related Clinical Sciences, Other CIP 51.9999
High School Graduation Years 2022, 2023, 2024

100 Orientation and Safety

- 101 RESERVED
- 102 RESERVED
- 103 Identify course objectives.
- 104 Follow clinical skill area rules and regulations.
- 105 Follow professional dress code.
- 106 RESERVED
- 107 Differentiate between hospitals, long-term care agencies, **urgent care, physician's office, diagnostic treatment centers, ambulatory, surgical centers and outpatient labs**, and home health agencies as to their history, purpose, and their expectations of the health care professional.
- 108 Follow clinical experience guidelines and procedures.
- 109 Follow OSHA standards and Centers for Disease Control (CDC) standard precautions.
- 110 Follow the Right to Know law and the importance of maintaining Safety Data Sheets (SDS) for all chemicals.
- 111 RESERVED
- 112 RESERVED
- 113 Identify and follow the chain of command in an organizational structure.
- 114 Follow safety and emergency procedures.
- 115 Report nonfunctioning equipment.

200 Legal and Ethical Issues

- 201 Identify client's advanced directives.
- 202 Uphold confidentiality of records and information as required by HIPAA (**e. g. HIPPA, OIG, CMS, Pennsylvania Department of Health, CLIA, OSHA**).
- 203 Promote the client's right to make personal choices to accommodate individual needs.
- 204 Practice professional standards for health care professionals.
- 205 Apply legal responsibilities of the health care professional.
- 206 Discuss ethical dilemmas as related to the health care professional.

300 Communication

- 301 Practice effective communication **in multiple forms (e.g. telephone, writing, face-to-face)**
- 302 RESERVED
- 303 Document objective and subjective observations using appropriate terms.
- 304 RESERVED
- 305 Communicate in a professional manner, according to the client's stage of development and cultural background.
- 306 RESERVED
- 307 Practice effective conflict management skills.

400 Infection Control

- 401 Identify diseases, their mode of transmission, and use of transmission-based precautions.
- 402 Follow hand hygiene protocols.
- 403 Follow standard precautions and infection control in the health care facility.
- 404 Explain blood borne pathogens, sharps disposal, and biohazards.
- 405 Follow correct isolation and safety techniques in care of infectious clients, including use of proper personal protective equipment (PPE).
- 406 RESERVED
- 407 Perform basic cleaning and disinfecting of objects to prevent disease transmission.
- 408 Explain how the immune system protects the body from infectious diseases.
- 409 Don and doff non-sterile gloves.
- 410 Sterilize contaminated objects.

500 Reserved

- 501 RESERVED
- 502 RESERVED
- 503 RESERVED
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- 505 RESERVED
- 506 RESERVED
- 507 RESERVED
- 508 RESERVED

600 Emergency Care and Disaster Preparedness

- 601 Perform cardiopulmonary resuscitation (CPR) and first aid.
- 602 RESERVED **Demonstrate basic life support with AED and Basic First Aid**
- 603 Follow emergency response/crisis plan procedures in the facility.
- 604 Identify potential fire hazards and safety procedures, including rescue, alarm, contain, and extinguish (RACE) and pull, aim, squeeze, and sweep (PASS).

700 Human Needs and Human Development

- 701 Discuss human growth and development through the lifespan.
- 702 Discuss cultural diversity.
- 703 Identify psychosocial changes in the client.
- 704 Assist clients in expressing their personal faith and religious beliefs.
- 705 Provide care for sensory deprived (blind or deaf) clients.

800 Body Mechanics, Moving, Lifting, and Positioning

- 801 Assist the client with dangling, standing, and walking.
- 802 Transfer client from bed to chair and wheelchair and from stretcher to bed.
- 803 Turn and position a client both in bed and in a chair.
- 804 Discuss safety hazards, including slips, trips, and the risks of falls.
- 805 Practice transferring, positioning, and transporting of a client with special needs, including bariatric clients.
- 806 RESERVED
- 807 Demonstrate the operation of/Operate a mechanical lift in a laboratory setting.
- 808 Discuss use of restraints and alternative measures of restraints.
- 809 Utilize proper body mechanics.
- 810 Demonstrate proper use of a gait belt.

900 Personal Care Skills

- 901 Provide privacy when delivering personal care (e.g. a working window to prevent overexposure).
- 902 Assist the client to dress and undress.
- 903 Assist the client with bathing and personal grooming, including the principles of hand and foot care.
- 904 Observe and report condition of the skin.
- 905 Administer oral hygiene for the conscious/unconscious client.
- 906 Identify and discuss treatment of decubitus ulcers (bed or pressure sores).

1000 Urinary Elimination/Bowel Elimination

- 1001 Assist the client in toileting and bladder training.
- 1002 Provide catheter care.
- 1003 Provide perineal care.
- 1004 Apply briefs.
- 1005 Provide standard bedpan and fracture pan assistance.
- 1006 Document (measure and record) patients fecal and urinary output.
- 1007 Demonstrate for occult blood testing
- 1008 Describe and document bowel elimination

1100 Nutrition and Hydration

- 1101 List principles of nutrition.
- 1102 Investigate therapeutic diets.
- 1103 Assist a client with eating meals.
- 1104 Feed a neurological or sensory deprived client.
- 1105 Measure and record intake and output.

1200 Basic Clinical Skills

- 1201 RESERVED Collect sputum
- 1202 RESERVED Swab for testing
- 1203 Measure and record a client's oral, axillary, rectal, and electronic temperature.
- 1204 Measure and record a client's radial and apical pulse.
- 1205 Measure and record a client's respirations.
- 1206 Measure and record a client's blood pressure.
- 1207 Measure and record a client's pulse oximetry.
- 1208 Apply elastic stockings.
- 1209 Make an unoccupied bed.
- 1210 Make an occupied bed.
- 1211 Measure and record height and weight.
- 1212 Demonstrate proper handling of soiled linen.
- 1213 Provide for the client's safe, clean, and comfortable environment.

1300 Mental Health and Mental Illness

- 1301 Discuss the various types of mental health disorders.
- 1302 Use reality orientation techniques with the confused client.
- 1303 Use communication skills and techniques with easily agitated or frightened clients.
- 1304 Use skills/techniques with clients exhibiting repetitive behaviors.
- 1305 Discuss validation therapy used with dementia patients

1400 Rehabilitation and Restorative Care

- 1401 Assist the client with ambulatory and transfer devices, e.g., cane, quad cane, walker, crutches, wheelchair.
- 1402 Perform range of motion exercises.
- 1403 Recognize various assistive devices when assisting the client.

1500 Death and Dying

- 1501 Discuss personal feelings and attitude about death.
- 1502 Explain how culture and religion influence a person's attitude toward death and the bereavement process.
- 1503 Discuss the goals of hospice care.
- 1504 Discuss the stages of dying.
- 1505 Report the common signs of a client's approaching death.
- 1506 Discuss (and demonstrate) the postmortem care of a client while maintaining the client's right to dignity and respect.

1600 Medical Terminology

- 1601 Differentiate roots, prefixes, and suffixes in medical terms.
- 1602 Define abbreviations used in medical documents.
- 1603 Differentiate medical specialties.
- 1604 Use medical language.
- 1605 Use anatomical medical terms when discussing health and illness of the body.

1700 Allied Health Skills

- 1701 RESERVED
- 1702 Maintain client records.
- 1703 Complete manual filing skills and discuss use of electronic medical records (EMR).
- 1704 Position client for specific examinations as indicated by physician (health care provider)
- 1705 Perform visual acuity test.
- 1706 Demonstrate methods of collection, special handling and labeling of specimens.
- 1707 Demonstrate the principles of an electrocardiogram (EKG).
- 1708 Demonstrate blood glucose measurement using a glucometer, proper strips, and manufacturer glucose controls or standards.
- 1709 Identify the importance of maintaining the client record.
- 1710 Demonstrate and discuss the principles of admitting, discharging, and transferring a client.

1800 Anatomy, Physiology, and Pathophysiology

- 1801 Identify the basic structure of the human body.
- 1802 Label body planes, directions, and cavities.
- 1803 Identify the (structures) organs and explain the function of the respiratory system.
- 1804 RESERVED
- 1805 Identify (and differentiate) disease processes of the respiratory system.
- 1806 Identify the (structures) organs and explain the function of the circulatory system.
- 1807 RESERVED
- 1808 Identify (and differentiate) disease processes of the circulatory system.
- 1809 Identify the (structures) organs and explain the function of the integumentary system.
- 1810 RESERVED
- 1811 Identify (and differentiate) disease processes of the integumentary system.
- 1812 Identify the (structures) organs and explain the function of the muscular system.
- 1813 RESERVED
- 1814 Identify (and differentiate) disease processes of the muscular system.
- 1815 Identify the (structures) organs and explain the function of the nervous system.
- 1816 RESERVED
- 1817 Identify (and differentiate) disease processes of the nervous system.
- 1818 Identify the (structures) organs and explain the function of the digestive system.
- 1819 RESERVED
- 1820 Identify (and differentiate) disease processes of the digestive system.
- 1821 Identify the (structures) organs and explain the function of the urinary system.
- 1822 RESERVED
- 1823 Identify (and differentiate) disease processes of the urinary system.
- 1824 Identify the (structures) organs and explain the function of the reproductive system.
- 1825 RESERVED
- 1826 Identify (and differentiate) the disease processes of the reproductive system.
- 1827 Identify the (structures) organs and explain the function of the lymphatic system.
- 1828 RESERVED
- 1829 Identify (and differentiate) disease processes of the lymphatic system.
- 1830 Identify the (structures) organs and explain the function of the endocrine system.
- 1831 RESERVED
- 1832 Identify (and differentiate) the disease processes of the endocrine system.
- 1833 Identify the (structures) organs and explain the function of the special senses.
- 1834 Identify (and differentiate) the disease processes of the special senses.
- 1835 Identify the (structures) organs and explain the function of the skeletal system.
- 1836 Identify (and differentiate) the disease processes of the skeletal system.

1900 Mathematics in Allied Health

- 1901 Use (and apply) mathematics applications in healthcare.
- 1902 Identify (and compare) systems of measurements used in a clinical setting.
- 1903 Identify (and demonstrate conversion) and convert between measurement systems, including the metric system, and American to the metric system.

2000 21st Century Interpersonal Skills

- 2001 Develop (and form) relationships with a range of stakeholders clients, co-workers, external counterparts) who may represent a wide variety of cultural diversities.
- 2002 Practice active listening skills to obtain and clarify information.
- 2003 Apply and Exhibit ethical characteristics and behaviors.
- 2004 Differentiate between productive and questionable ethical practices during patient care.
- 2005 Describe and recognize discrimination and harassment/bullying behaviors.
- 2006 Describe and recognize positive leadership qualities.
- 2007 Display effective communication skills, including eye contact, handshake, professional attire, and positive professional body language.
- 2008 Investigate stress management.
- 2009 Exhibit ethical behaviors in telehealth medicine.