



(Health Occupations Technology)

**Program of Study Scope & Sequence
with
Certification Outcomes**

(#51.0899)

Task #	Task Description	Level/ Marking Pd	Career Path CIP/Soc (Registered Nurse) 29-1141	Career Path CIP/Soc (Nursing Assistant) 31-1133	Certification test (Enter Title Here)
101	Identify safety measures that prevent accidents.	1.1	X	X	
103	Follow OSHA standards which promote a safe work environment for employees.	1.1	X	X	0532 OSHA Certification Healthcare
104	Follow the Right to Know law and the information provided on a SDS form.	1.1	X	X	
105	Perform body mechanics used by a healthcare worker when moving, lifting objects, or clients.	1.1	X	X	
106	Transfer client from bed to chair,	1.1	X	X	

	chair to bed, bed to stretcher, and stretcher to bed.				
107	Assist client with dangling, standing, and walking.	2.1	X	X	
108	Turn and/or position client in bed, in a chair, and/or an exam table.	2.1	X	X	
109	Assist with client ambulation and use of ambulation devices, such as a gait/transfer belt.	3.1, 4.1	X	X	
110	Describe the use of a mechanical lift adhering to the current governmental regulations.	3.1, 4.1	X	X	
201	Define the role, functions, and responsibilities of the health care team members.	1.1	X	X	
202	Define the chain of command within the scope of practice of the health care team members.	2.4	X	X	
205	Maintain personal hygiene and exhibit professional dress practices.	1.1	X	X	
206	Identify the legal responsibilities and ethical behaviors of a healthcare provider.	2.4	X	X	0887 Act 31 Mandatory Reporter
209	Practice leadership and citizenship skills through participation in Career and Technical Student Organizations (CTSOs).	1.1	X	X	

210	Modify personal behavior in response to client attitude and behaviors.	3.4, 4.4	X	X	
211	Follow documentation procedures, including charting client information.	2.3	X	X	
212	Apply standards of confidentiality as required by HIPAA.	2.3	X	X	
213	Identify, report, and document possible abuse and/or neglect in all health care settings.	2.4	X	X	
301	Use abuse-free verbal and non-verbal communication with the healthcare team and clients.	1.2	X	X	
303	Communicate in a respectful, professional manner according to the client's stage of development and cultural background.	1.2	X	X	
304	Identify physical and psychological indicators of stress in self and others.	3.4, 4.4	X	X	
305	Identify and use interpersonal conflict management skills.	3.4, 4.4	X	X	
309	Follow stress reduction techniques.	3.4, 4.4	X	X	
401	Identify and explain the chain of infection.	1.1	X	X	
402	Demonstrate proper hand	1.1	X	X	

	hygiene techniques.				
403	Implement the practice of standard precautions and transmission-based precautions with correct use of Personal Protective Equipment (PPE).	1.1	X	X	
404	Follow OSHA blood borne pathogens standards pertaining to the healthcare industry.	1.1	X	X	
405	Differentiate between medical and surgical asepsis.	2.2	X	X	
501	Demonstrate CPR skills and the proper use of an AED, including a choking victim.	2.3	X	X	0297 BLS Healthcare Provider
502	Perform basic first aid skills.	2.3	X	X	0952 Heartsaver First Aid CPR AED
503	Describe emergency response/crisis plan procedures when life threatening situations occur.	3.1, 4.1	X	X	
504	Identify potential fire hazards and procedures to use in a fire emergency.	1.1	X	X	
505	Recognize and report emergencies immediately.	1.1	X	X	
601	Identify growth and developmental stages across the human life span.	1.2	X	X	

602	Describe how illness and disability impacts the individual across their lifespan.	3.2, 4.2	X	X	
603	Select and implement techniques to deal with the cognitively impaired, e.g., validation, reminiscence, music therapy.	2.2	X	X	
604	Use techniques to support gender identity and sexual identity choices of clients.	3.2, 4.1	X	X	
801	Provide the client with personal privacy.	1.2	X	X	0407 Personal Care Home Direct Care Staff
803	Demonstrate unoccupied bed making techniques according to setting.	1.1	X	X	
804	Demonstrate occupied bed making techniques.	3.2, 4.2	X	X	
805	Measure and record height and weight.	2.2	X	X	
807	Assist with client bathing, pericare, and personal grooming while encouraging independence with ADLs.	3.3, 4.3	X	X	
809	Assist with dressing and undressing.	2.3	X	X	
810	Observe and report condition of the skin, including measures to prevent decubitus ulcers, pressure sores, pressure ulcers,	2.1	X	X	

	and bed sores.				
812	Assist and/or administer denture and oral care for conscious and unconscious clients.	2.2	X	X	
815	Assist client with use of the bathroom, bedside commode (BSC), bedpan, and urinal.	3.3, 4.3	X	X	
816	Provide catheter care and emptying of urinary drainage bag.	3.3, 4.3	X	X	
818	Measure and record body temperature using various thermometers placed on specific body sites.	1.2	X	X	
819	Measure and record various pulses.	1.2	X	X	
820	Measure and record respirations.	1.2	X	X	
821	Measure and record blood pressure.	1.2	X	X	
822	Identify parameters of blood glucose monitoring.	3.4, 4.4	X	X	
823	Describe type, degree, and report client's pain.	1.2	X	X	
825	Apply therapeutic compression devices (i.e. anti-embolism stockings).	3.4, 4.4	X	X	
826	Perform range of motion exercises with a client.	3.4, 4.4	X	X	

828	Identify basic medical coding, billing, insurance, filing, and appointment scheduling procedures in a physical and virtual environment.	2.3	X	X	
833	Perform methods of collection, special handling, and labeling of specimens.	3.3, 4.3	X	X	0523 Patient Care Technician
834	Describe medication administration to a client utilizing proper medical math.	2.4	X	X	
835	Describe how an EKG/ECG is performed and how it is used diagnostically.	2.4	X	X	
836	Identify proper oxygen delivery methods, hazards involved with oxygen, use of a pulse oximeter, and report results.	1.3	X	X	
838	Determine when the use of telemedicine/telehealth office visits is indicated.	2.3	X	X	
839	Perform techniques for positioning a client, e.g., supine, sims, lateral, prone, fowlers.	2.1	X	X	
901	List general principles of basic nutrition.	1.4	X	X	
902	Identify therapeutic diets including cultural variations.	1.4	X	X	
903	Prepare and serve meal trays to	1.4	X	X	

	clients, including fluids.				
904	Provide assistance with safe positioning and feeding techniques for dependent and sensory deprived clients.	1.4	X	X	
905	Measure and record intake and output (I&O).	2.1	X	X	
906	Measure and record meal percentages.	1.4	X	X	
1001	Identify the basic structure and explain the function and disease processes for the integumentary system.	1.2	X	X	
1002	Identify the basic structure and explain the function and disease processes for the respiratory system.	1.3	X	X	
1003	Identify the basic structure and explain the function and disease processes for the cardiovascular system.	1.3	X	X	
1004	Identify the basic structure and explain the function and disease processes for the lymphatic/immune system.	1.3	X	X	
1005	Identify the basic structure and explain the function and disease processes for the muscular system.	1.4	X	X	

1006	Identify the basic structure and explain the function and disease processes for the skeletal system.	1.4	X	X	
1007	Identify the basic structure and explain the function and disease processes for the nervous system, including the sensory organs.	1.2	X	X	
1008	Identify the basic structure and explain the function and disease processes for the digestive system.	1.4	X	X	
1009	Identify the basic structure and explain the function and disease processes for the urinary system.	1.3	X	X	
1010	Identify the basic structure and explain the function and disease processes for the reproductive system.	1.2	X	X	
1011	Identify the basic structure and explain the function and disease processes for the endocrine system.	1.4	X	X	
1013	Distinguish the various directional terms, planes, and regions of the human body.	1.1	X	X	
1101	Identify feelings and attitudes concerning death.	3..2, 4.2	X	X	
1102	Research how culture and	3.2, 4.2	X	X	

	religion influence attitudes toward death.				
1103	Identify the stages of grief.	3.2, 4.2	X	X	
1104	Identify and report the common signs of a client approaching death.	3.2, 4.2	X	X	
1105	Identify goals of hospice care.	3.2, 4.2	X	X	
1106	Identify various practices of postmortem care.	3.2, 4.2	X	X	
1201	Define and differentiate between root words, prefixes, and suffixes.	1.1	X	X	
1202	Identify the meaning of medical abbreviations.	1.1	X	X	
1203	Differentiate the various medical specialties in health care settings.	1.1	X	X	
1204	Communicate orally, electronically, and in writing using proper medical terms and approved abbreviations.	1.1	X	X	