Title: **Essential Healthcare Practices**

Course Description: Builds on curriculum introduced in Foundations of Healthcare Professions. Develops enhanced written and oral communication skills and medical math principles. Introduces basic medical terminology roots, prefixes, and suffixes to communicate body systems, diseases, and disorders. Identifies how key systems affect services performed and quality of care. Defines legal responsibilities, limitations, and implications on healthcare worker actions. Investigates accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment. Instructs technical skills for measuring and recording vital signs.

Curricular Activities: HOSA–Future Health Professionals, Service-Learning Projects

NCHSE Resources

- Health Science Curriculum Enhancements
- Work-based Learning Guide
- National Health Science Standards

End of Course Certificate

- Essential Healthcare Practices

Additional Stackable Certificates

- Foundations of Healthcare Professions
- Human Structure Function Disease (A)
- Human Structure Function Disease (B)

End of Program Certificate

- National Health Science Certificate

1.0 Communication

(Based on National Health Science Standards 2.1.3, 2.3.1, 2.3.2, 2.3.3)

Demonstrate methods of delivering and obtaining information, while communicating effectively.

1.1 Concepts of Effective Communication
- 1.1.1 Distinguish between subjective and objective information.

1.2 Written Communication Skills
- 1.2.1 Use proper elements of written and electronic communication (spelling, grammar, and formatting).
- 1.2.2 Prepare examples of technical and informative writing.
- 1.2.3 Demonstrate appropriate use of digital communication in a work environment, such as email, text, and social media.

1.3 Medical Terminology
- 1.3.1 Use common roots, prefixes, and suffixes to communicate information.
- 1.3.2 Interpret common medical abbreviations to communicate information.

2.0 Human Anatomy and Physiology

(Based on National Health Science Standards 1.1.1 b, c, d)

Understand human anatomy, physiology, common diseases and disorders, and medical math principles.

2.1 Describe the organization of the human body and directional terms.

2.1.1 Demonstrate anatomical position

2.1.2 Identify body planes
- Coronal / Frontal
- Midsagittal
- Sagittal
- Transverse / Horizontal

2.1.3 Use directional terms
- Anterior / Posterior
- Cephalic/Caudal
- Medial / Lateral
- Proximal / Distal
- Superficial / Deep
- Superior / Inferior
- Ventral / Dorsal

3.0 Systems

(Based on National Health Science Standards 3.1.1, 3.1.2, 3.1.3, 3.1.4)

Identify how key systems affect services performed and quality of care.

3.1 Healthcare Delivery Systems
- 3.1.1 Differentiate healthcare delivery systems and healthcare related agencies.

3.1.11 Types of practice settings

- Acute care
- Ambulatory care
- Behavioral and mental health services
- Home care
- Long-term care
- Medical and dental practices
- Specialty medical and dental practices
- Cosmetic surgery
- Orthodontics
- Pulmonology
- Surgical

3.1.2 Government agencies

- Centers for Disease Control and Prevention (CDC)
- Centers for Medicare & Medicaid Services (CMS)
- National Institutes of Health (NIH)
- Occupational Safety and Health Administration (OSHA)
- U.S. Department of Veterans Affairs (VA)
- U.S. Food and Drug Administration (FDA)
- U.S. Public Health Service (USPHS)

3.1.3 Related organizations

- American Cancer Society (ACS)
- American Heart Association (AHA)
- American Red Cross (ARC)
- March of Dimes
- World Health Organization (WHO)

3.2 Examine the healthcare consumer's rights and responsibilities within the healthcare system.

- Compliance
- Patient's Bill of Rights
- Self-advocacy

3.3 Analyze the impact of emerging issues on healthcare delivery systems.

- Behavior/Mental health
- Bioethics
- Epidemiology
- Socioeconomics
- Technology

3.4 Analyze healthcare economics and related terms.

3.4.1 The history and role of health insurance and employer/employee benefits;

3.4.2 Fundamental terms related to health insurance

- Claim
- Coinsurance

- Co-payment
- Explanation of Benefits (EOB)
- Fraud
- Health Insurance Portability and Accountability Act (HIPPA)
- Medical Coding
- Premium

3.4.3 Types of insurance plans

- Private health insurance plans
- Managed Care
  - Health Maintenance Organization (HMO)
  - Independent Practice Association (IPA)
  - Preferred Provider Organization (PPO)
- Government programs
  - Affordable Care Act (ACA)
  - Medicaid
  - Medicare
  - Tricare
  - Workers' Compensation

4.0 Legal Responsibilities

(Based on National Health Science Standards 5.1.1, 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6, 5.2.7)

Describe legal responsibilities, limitations, and implications on healthcare worker actions.

4.1 Legal Responsibilities and Implications

4.1.1 Analyze legal responsibilities and implications of criminal and civil law.

- Abuse
- Assault
- Battery
- Harassment
- Invasion of privacy
- Libel
- Malpractice
- Negligence
- Slander
- Tort

4.2 Legal Practices

4.2.1 Apply standards for the safety, privacy, and confidentiality of health information.

- HIPAA
- Privileged communication

4.2.2 Describe advance directives.

4.2.3 Summarize the essential characteristics of a patient's basic rights within a healthcare setting.

4.2.4 Differentiate informed and implied consent.
4.2.5 Describe the concept of scope of practice.
4.2.6 Interpret procedures for reporting activities and behaviors that affect the health, safety, and welfare of others (incident report).

5.0 Ethics

(Based on National Health Science Standards 6.1.1, 6.1.2, 6.2.1, 6.2.2)

Understand accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment.

5.1 Ethical Practice
5.1.1 Differentiate between ethical and legal issues impacting healthcare.
5.1.2 Identify ethical issues and their implications related to healthcare.
- Ethics committee
- Euthanasia
- Gene editing
- Immunizations
- In vitro fertilization
- Organ donation/transplantation
- Scope of practice

5.2 Cultural, Social, and Ethnic Diversity
5.2.1 Discuss religious and cultural values as they impact healthcare.
- Ageism
- Ethnicity
- Gender
- Race
- Religion

5.2.2 Demonstrate respectful and empathetic treatment of ALL patients/clients.
- Civility
- Customer service
- Patient satisfaction

6.0 Medical Mathematics

(Based on National Health Science Standards 1.3.1, 1.3.2, 1.3.3)

Understand math principles integral to medical applications.

6.1. Demonstrate competency using basic math skills and mathematical conversions as they relate to healthcare.
6.1.1Metric system
- Centi-
- Deci-
- Kilo-
- Milli-
- Micro-

6.1.2 Mathematical Operations
- Addition / Subtraction
- Average
- Fractions
- Multiplication / Division
- Percentages
- Ratios

6.1.3 Conversions
- Height (inches/meters)
- Household measurements (tbsp/tsp/cup/oz)
- Length (inches/meters)
- Temperature (F/C)
- Volume (ml/cc)
- Weight/mass (pounds/grams)

6.2 Demonstrate the ability to analyze diagrams, charts, graphs, and tables to interpret healthcare results.

6.3 Demonstrate use of the 24-hour clock/military time.

7.0 Technical Skills*

(Based on National Health Science Standards 10.1.1, 10.1.2)

Apply and demonstrate technical skills and knowledge common to health career specialties.

7.1 Demonstrate procedures for measuring and recording vital signs in both normal and abnormal ranges – including but not limited to:
- Blood pressure
- Height and weight
- Oxygen saturation
- Pain
- Pulse
- Respirations
- Temperature

**Additional technical skills may be included in a program of study based on career specialties.*