

Unit/ Standard Number	 pennsylvania DEPARTMENT OF EDUCATION <u>High School Graduation Years 2010, 2011 and 2012</u> Health/Medical Assisting Services, Other CIP 51.0899 Task Grid	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
Secondary Competency Task List		
100	ORIENTATION AND SAFETY	
101	Identify school rules, regulations and attendance requirements.	
102	Recognize school layout, resources and evacuation procedures.	
103	Identify general course objectives.	
104	Identify and adhere to shop rules and regulations.	
105	Identify and adhere to class dress code and the essence of good grooming.	
106	Recognize the grading procedure.	
107	Differentiate between hospitals, long-term care agencies and home health agencies as to their purpose; and what each expects of the nurse aide.	
108	Identify clinical experience guidelines and procedures.	
109	Identify and describe OSHA standards and standard precautions.	
110	Explain and discuss the "Right to Know" Law.	
111	Recognize both physical and psychological indicators of stress in self and others and identify stress reduction techniques.	
112	Demonstrate effective interpersonal conflict management skills.	
200	LEGAL AND ETHICAL ISSUES	
201	Recognize the responsibility to identify, prevent and report abuse, exploitation and neglect as legislated in Act 14 of 1997 (P.L. 169), the Nurse Aide resident/patient Abuse Prevention Training Act.	
202	Maintain confidentiality of records and information as required by HIPAA.	
203	Promote the resident's right to make personal choices to accommodate individual needs.	
204	Give assistance in resolving grievances.	
205	Provide needed assistance in giving to and participating in resident/patient and family groups and other activities.	
206	Maintain care and security of resident's personal possessions.	
207	Maintain the resident's environment and care through appropriate staff behavior so as to minimize the need for physical and chemical restraints.	
208	Identify types, examples and indicators of abuse including: physical abuse, psychological abuse, sexual abuse, exploitation and neglect.	
209	Prevent abuse, exploitation, neglect and improper use of physical or chemical restraints while providing care.	
210	Identify procedures for reporting abuse, exploitation, neglect, or the improper use of physical or chemical restraints to appropriate supervisor, law enforcement or government authorities.	
211	Utilize abuse prevention strategies in response to abusive behavior directed toward nurse aides by residents.	
212	Report signs and symptoms of possible physical, psychological and sexual abuse, neglect and exploitation.	

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300	COMMUNICATION	
301	Demonstrate effective, abuse-free verbal and non-verbal communication in keeping with the health care provider's role when communicating with the patient/client and their families.	
302	Observe by using the senses of sight, hearing, touch and smell to report resident/patient behavior to the licensed health care provider.	
303	Document resident/patient observations using appropriate terms.	
304	Recognize the importance of maintaining the resident's/patient's record.	
305	Communicate in a respectful, adult manner, according to the resident's/patient's stage of development and cultural background.	
400	INFECTION CONTROL	
401	Identify microbial diseases, their mode of transmission, diagnosis, and treatment.	
402	Demonstrate proper handwashing technique.	
403	Apply principles of standard precautions and infection control.	
404	Define and discuss the following: MSDS, OSHA, blood borne pathogens, sharps disposal, and biohazard.	
405	Demonstrate correct isolation and safety techniques in care of infectious residents.	
406	Follow infection control measures to provide quality care.	
407	Perform basic cleaning, disinfecting and sterilizing objects to prevent disease transmission..	
408	Demonstrate knowledge of how the immune system protects the body from infectious disease.	
500	SAFETY AND BODY MECHANICS	
501	Follow safety and emergency procedures.	
502	Report emergencies accurately and immediately.	
503	Identify safety measures that prevent accidents to residents, including the proper use of alternative measures to restraints and safety devices.	
504	Utilize proper body mechanics for lifting or moving residents/patients or objects.	
505	Follow proper procedure for reporting pests seen in the facility.	
506	Report nonfunctioning equipment to designated personnel.	
507	Follow appropriate guidelines to prevent resident/patient abuse, neglect, exploitation and improper use of physical and/or chemical restraints.	
508	Assist the resident/patient in proper use of body mechanics.	
509	Properly perform care of sensory deprived resident/patient (blind).	
600	EMERGENCY CARE AND DISASTER PREPAREDNESS	
601	Recognize signs when a resident/patient is choking or may have an obstructed airway.	

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602	Demonstrate knowledge of Basic Life Support with AED and Basic First Aid.	
603	Call for help when encountering convulsive disorders, loss of consciousness, shock, hemorrhage and assist the resident/patient until professional help arrives.	
604	Follow Emergency Response/Crisis Plan Procedures.	
605	Identify potential fire hazards.	
700	HUMAN NEEDS AND HUMAN DEVELOPMENT	
701	Identify the ways to meet the resident's/patient's basic human needs for life and mental well-being.	
702	Modify his/her own behavior in response to resident's/patient's behavior.	
703	Identify growth and developmental stages of an individual.	
704	Demonstrate skills supporting age-appropriate behavior by allowing the resident/patient to make personal choices, providing and reinforcing other behavior consistent with resident's dignity.	
705	Utilize resident's family as a source of emotional support.	
706	Recognize how age, illness and disability affect sexuality.	
707	Provide assistance for the residents/patients to express their personal faith and religious beliefs.	
800	MOVING, LIFTING, AND POSITIONING	
801	Assist the resident/patient with dangling, standing and walking.	
802	Demonstrate proper technique of transferring resident/patient from bed to chair.	
803	Demonstrate proper turning and/or positioning both in bed and in a chair.	
900	RESIDENT UNIT	
901	Provide for the resident's/patient's safe, clean and comfortable environment.	
902	Prepare soiled linen for laundry.	
903	Assist with preparing unit for admission, transfer or following discharge.	
904	Identify and arrange furniture and equipment for the resident's/patient's preference, convenience and safety.	
905	Demonstrate unoccupied bed making.	
906	Demonstrate occupied bed making.	
907	Measure and record height and weight of resident/patient.	
908	Assist the professional staff with a physical examination.	
1000	PERSONAL CARE SKILLS	
1001	Provide for the resident's/patient's privacy when providing personal care.	
1002	Assist the resident/patient to dress and undress.	

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1003	Assist the resident/patient with bathing and personal grooming.	
1004	Observe and report condition of the skin.	
1005	Report break in skin, discoloration such as redness, black and blue areas, rash, itching, etc. (skin conditions).	
1006	Administer oral hygiene for the unconscious resident/patient.	
1007	Assist the resident/patient with oral hygiene.	
1008	Demonstrate measures to prevent decubitus ulcers (pressure sores); positioning, turning and applying heel and elbow protectors.	
1009	Assist the resident/patient with shaving.	
1010	Shampoo and groom resident's/patient's hair.	
1011	Provide basic care of resident's/patient's toenails and fingernails, if appropriate.	
1012	Demonstrate care of sensory deprived resident/patient - personal care.	
1013	Demonstrates shower or whirlpool on resident/patient.	
1014	Demonstrates proper safety techniques when providing personal care.	
1015	Demonstrate denture care.	
1016	Provide foot care on resident/patient.	
1100	URINARY ELIMINATION	
1101	Assist the resident/patient in using the bathroom.	
1102	Assist the resident/patient in using bedside commode and urinal.	
1103	Provide catheter care on resident/patient when required.	
1104	Assist the resident/patient in bladder training.	
1105	Demonstrate perineal care on male.	
1106	Demonstrate perineal care on female.	
1107	Demonstrate application of brief.	
1108	Measure and record urinary output.	
1109	Demonstrate proper use of standard bedpan.	
1110	Demonstrate proper use of fracture bedpan.	
1200	BOWEL ELIMINATION	
1201	Assist the resident/patient in bowel training.	
1300	NUTRITION AND HYDRATION	
1301	List general principles of basic nutrition.	
1302	Identify and read the instructions for therapeutic diets.	
1303	Serve prepared food as instructed to residents/patients.	

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1304	Identify cultural variations in diet.	
1305	Assist with feeding residents/patients oral table foods in appropriate manner.	
1306	Demonstrate care of sensory deprived resident/patient feeding.	
1307	Distribute nourishment and water to residents/patients.	
1308	Accurately measure and record intake and output.	
1309	Accurately measure and record meal percentages.	
1400	BASIC NURSING SKILLS	
1401	Apply a non-sterile dressing.	
1402	Apply non-sterile compresses and soaks.	
1403	Apply cold and heat applications.	
1404	Accurately measure and record temperature (oral, axillary, rectal, electronic).	
1405	Describe type and degree of pain, and provide comfort measures (such as back rub).	
1406	Accurately measure and record radial pulse.	
1407	Accurately measure and record respirations.	
1408	Accurately measure and record blood pressure (2 step method).	
1409	Apply elastic stockings.	
1500	COMMON, CHRONIC, AND ACUTE CONDITIONS	
1501	Report coughing, sneezing, elevated temperature, etc. (upper respiratory infection).	
1502	Report excessive thirst, frequent urination, change in urine output and drowsiness, excessive perspiration and headache. (Diabetes)	
1503	Report frequent urination, burning or pain on urination, change in color of urine, blood or sediment in urine and strong odors. (urinary tract infection)	
1504	Report shortness of breath, chest pain, blue color to lips, indigestions, sweating, change in pulse, etc. (cardiovascular conditions)	
1505	Report dizziness; changes in vision such as seeing double, etc.; change in blood pressure; numbness in any part of the body; or inability to move arm or leg, etc. (cerebral vascular conditions)	
1506	Report nausea, vomiting, pain, inability to swallow, bowel movement changes such as color, diarrhea, or constipation. (gastrointestinal conditions)	
1507	Report bleeding, pain, discharge, itching, etc.	
1508	Identify common diseases and conditions based on the population being served.	
1509	Demonstrate knowledge of how the Immune system functions.	
1510	Musculoskeletal conditions - reports complaints of pain, swelling or redness of joints.	
1511	Special Sense conditions - reports any drainage, inflammation or discoloration from the eyes, ears or any complaints.	

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1600	CONFUSION, DEMENTIA, AND ALZHEIMER'S DISEASE	
1601	Demonstrate principles of behavior management by reinforcing appropriate behavior and reducing or eliminating inappropriate behavior.	
1602	Demonstrate basic principles of validation therapy or other intervention strategies.	
1603	Demonstrate intervention strategies to prevent abuse and neglect.	
1700	MENTAL HEALTH AND MENTAL ILLNESS	
1701	Provide for the mental health and social service needs of the resident, including abuse prevention measures.	
1702	Describe guidelines for communication with mentally ill residents.	
1703	Identify characteristics of mental health observations that should be made and reported.	
1704	Recognize psychosocial characteristics of residents/patients with mental retardation, mental illness, dementia and Alzheimer's disease.	
1705	Demonstrate reality orientation techniques with the confused resident/patient.	
1706	Demonstrate appropriate communication skills/techniques with easily agitated or frightened residents/patients.	
1707	Demonstrate appropriate skills/techniques with residents/patients exhibiting repetitive behavior.	
1800	REHABILITATION AND RESTORATIVE CARE	
1801	Demonstrate behavior that promotes resident's/client's independence and prevents abuse.	
1802	Assist the resident/patient in activities of daily living and encourage self-help activities.	
1803	Assist the resident/patient with ambulatory and transfer devices (e.g. cane, quadcane, walker, crutches, wheelchair and hydraulic lifts).	
1804	Perform range of motion exercise as instructed by the therapist or the professional nurse.	
1805	Assist in care and use of prosthetic and orthotic devices.	
1806	Assist the resident/patient with positioning devices.	
1807	Provide appropriate restorative care to prevent abuse, neglect and exploitation.	
1808	Provide training in, and the opportunity for, self-care according to resident's capabilities.	
1809	Demonstrate the proper use of assistive devices when assisting the resident/patient.	
1810	Utilize measures to prevent skin breakdown and circulatory impairment caused by improper application of assistive devices.	
1900	SUB-ACUTE CARE	
1901	Identify residents/patients who are in a sub-acute setting.	
1902	Recognize guidelines for pulse oximetry, artificial airways, tracheostomy, mechanical ventilation, respiratory distress and chest tubes.	
2000	DEATH AND DYING	
2001	Discuss own feelings and attitude about death (verbal and/or written).	
2002	Explain how culture and religion influence a person's attitude toward death.	

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2003	Discuss the stages of dying.	
2004	Recognize and report the common signs of approaching death.	
2005	Identify goals of hospice care.	
2006	Provide postmortem care while maintaining the resident's right to dignity and respect.	
2100	MEDICAL TERMINOLOGY	
2101	Differentiate roots/prefixes/suffixes.	
2102	Identify abbreviations.	
2103	Differentiate medical specialties.	
2104	Demonstrate and interpret proper use of medical language.	
2105	Identify anatomy, functions and common diseases of body systems.	
2200	HOME HEALTH AIDE	
2201	Demonstrate principles of first aid, and Basic Life Support with AED.	
2202	Report and record changes in residents condition and environment.	
2203	Recognize safety concerns in home environment including escape route for fire.	
2204	Identify street smart behavior.	
2205	Assist client with meal planning.	
2206	Assist client with clean home environment.	
2207	Identify situations that require supervisor notification.	
2208	Describe purpose of medications in home setting.	
2300	MEDICAL ASSISTANT	
2301	Demonstrate computer skills.	
2302	Use techniques in correspondence and mail processing.	
2303	Apply dictation and transcription skills.	
2304	Perform and complete billing procedures.	
2305	Demonstrate fee collections.	
2306	Apply and practices coding procedures.	
2307	Prepare a medical file for a new patient.	
2308	Demonstrate techniques for initial visit and handling complaints.	
2309	Maintain patient records accurately.	
2310	Perform filing skills.	
2311	Measure infants height, weight, chest and head circumference.	

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2312	Position patient for specific examinations as indicated by physician.	
2313	Prepare examining tray as indicated by physician.	
2314	Perform visual acuity test.	
2315	Perform audiometer test.	
2316	Maintain aseptic techniques when handling sterile items.	
2317	Measure blood glucose using the glucometer.	
2318	Demonstrate methods of collection, special handling and labeling of specimens.	
2319	Perform EKG procedure.	
2320	Demonstrate terminal cleaning of the examination room.	
2321	Use spirometry system to test lung capacity.	
2400	NURSING ASSISTANT AND CARE TEAM	
2401	Define the role and functions of the nurse aide and provide awareness of the legal limitations of being a nurse aide.	
2402	Recognize the responsibilities of the nurse aide as a member of the health care team.	
2403	Identify the "chain of command" in the organizational structure of the health care agency and scope of practice.	
2404	Maintain acceptable personal hygiene and exhibit appropriate dress practices.	
2405	Recognize the importance of punctuality and commitment on the job.	
2406	Complete required clinical experiences.	
2500	CRIME AND VIOLENCE PREVENTION	
2501	Describe the threat which crime or violence occurring in the school can pose to a secure and productive learning environment for the students and employees.	
2502	Describe what students and employees can do to reduce the threat of crime and violence through caring about others, complying with laws and rules, orderliness, safe practices and a clear focus of learning together.	
2503	Describe what the instructor will attempt to do as a coach of positive social skills and what the student can do to support that effort.	
2504	Explain what it means to be respectful of others, kind, responsible for and in control of one's own emotions (including anger) and actions.	
2505	Explain what conflict is and ways to identify and resolve conflict in the classroom and the workplace according to socially acceptable practices.	
2506	Understand that helping others will create a school that is free from fear and danger.	
2507	Describe examples of when to seek help from a parent, teacher, counselor or other adult about one's concerns or the problems of another student or adult.	