

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Health-Medical Assisting

Course Number: 00928AM 00978PM (CIP Code 51.0899)

Course Prerequisites: Grade 10 grade students are required to have earned 6 credits in 9th grade. Grade 11 students entering the program are required to have earned 12 credits in Grades 9 and 10.

Course Description:

This is a program with a combination of subject matter and experiences designed to prepare individuals for entry level employment in a minimum of three related health occupations under the supervision of a licensed health care professional. Instruction consists of core course content with clinical experiences in one or two health related occupations. The core curriculum consists of planned courses for introduction of health careers, basic anatomy and physiology, medical terminology, legal and ethical aspects of health care and communications, and at least three planned courses for the knowledge and skills for the occupational area such as medical assisting, ward clerk, nursing assisting.

Suggested Grade Level: Grades 10-12

Length of Course: Two Semesters

Units of Credit: Choose an item.

Three (3) elective credits per year (Up to nine credits)

PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certifications:

#13: Emergency Certification

#66: Vocational Instruction & Vocational Intern Certification

#7: level II (Permanent Certification)

Occupational competency area – Health Assistant 2202

Occupational Competency Evaluation – Credential Review

To find the CSPG information, go to [CS10th PG](#)

Certification verified by the WCSD Human Resources Department: ☒ Yes ☐ No

WCSD STUDENT DATA SYSTEM INFORMATION

Course Level: Academic

Mark Types: Check all that apply.

☒ F – Final Average ☒ MP – Marking Period ☒ EXM – Final Exam

GPA Type: ☐ GPAEL-GPA Elementary ☐ GPAML-GPA for Middle Level ☒ NHS-National Honor Society

☒ UGPA-Non-Weighted Grade Point Average ☒ GPA-Weighted Grade Point Average

State Course Code: 14202

To find the State Course Code, go to [State Course Code](#), download the Excel file for SCED, click on SCED 6.0 tab, and chose the correct code that corresponds with the course.

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

TEXTBOOKS AND SUPPLEMENTAL MATERIALS

Board Approved Textbooks, Software, and Materials:

Title: Simmers DHO Health Science 9th Ed.
Publisher: Cengage Learning
ISBN #: 978-0357419997
Copyright Date: 2021
WCSD Board Approval Date: [Click or tap here to enter text.](#)

Supplemental Materials:

Curriculum Document

WCSD Board Approval:

Date Finalized:
Date Approved: [Click or tap to enter a date.](#)
Implementation Year: [Click or tap here to enter text.](#)

SPECIAL EDUCATION, 504, and GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP), Chapter 15 Section 504 Plan (504), and/or Gifted Individual Education Plan (GIEP).

Industry or Other Standards:

AED Essentials – American Red Cross

First Aid – American Red Cross

Infant and Child CPR – American Red Cross

OSHA Certification - CareerSafe

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

SCOPE AND SEQUENCE OF CONTENT, CONCEPTS, AND SKILLS

Competency Task List

Year One: (36 weeks)

Health Care Concepts/Professionalism- 2 weeks

Communication Skills- 2 weeks

Safety and Infection Control- 2 weeks

Microorganism and Infection control- 2 weeks

Body System & Related Skills- 14 weeks

Personal Hygiene and care of patient- 4 weeks

Medical Terminology- 4 weeks

Special Care, Emergency Care and Disaster Preparedness- 6 weeks

Year Two: (36 weeks)

Health Care documentation, Ethics, Laws- 3 weeks

Medical Documentation- Diseases/Terminology- 3 weeks

Immune System and Infection control – 6 weeks

Intercultural Health Care- 2 weeks

Anatomy, Physiology and Terminology- 10 weeks

Intro. To Allied Health Careers- 4 weeks

Medical Assisting- 5 weeks

Death and Dying-3 weeks

Year Three (36 Weeks)

Health Care Concepts II- 3 weeks

Reproductive system, Pregnancy, labor and delivery- 3 weeks

Human needs, Growth and development- 5 weeks

Mental health- 4 weeks

Advanced anatomy and physiology- 5 weeks

Clinical experience- 8 weeks

Nutrition and hydration- 5 weeks

Soft skill development- 3 weeks.

Total

1,080 Hours

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

Performance Indicator	PA Core Standard and/or Eligible Content	Year Taught
Justify the selection of a career.	13.1.11D	Year 1-2-3
Analyze and evaluate complex technical tasks using sophisticated processes.	13.2.11B	Year 1-2-3
Identify sources of health, safety and regulatory practices and their effect on the work environment.	13.2.11D	Year 1-2-3
Analyze Performance-based assessments components.	13.2.11F	Year 1-2-3
Analyze the need for manipulative/motor skills.	13.2.11G	Year 1-2-3
Analyze work habits needed to advance within a career.	13.3.11A	Year 1-2-3
Apply properties of rational and irrational numbers to solve real world or mathematical problems.	2.1.F.2	Year 1-2-3
Use units as a way to understand problems and to guide the solution of multi-step problems	2.1.F.4	Year 1-2-3
Choose a level of accuracy appropriate to limitations on measurement when reporting quantities.	2.1.F.5	Year 1-2-3
Extend the knowledge of arithmetic operations and apply to complex numbers.	2.1.F.6	Year 1-2-3
Cite specific textural evidence, etc. .	3.5.11-12A	Year 1-2-3
Determine the central ideas or conclusions of a text.	3.5.11-12B	Year 1-2-3
Follow precisely a complex multi-step procedure, etc.	3.5.11-12-C	Year 1-2-3
Determine the meaning of symbols, key terms and other domain specific words	3.5.11-12D	Year 1-2-3
Analyze the structure of the relationships among concepts in a text	3.5.11-12E	Year 1-2-3
Analyze the author's purpose in providing an explanation describing procedure.	3.5.11-12F	Year 1-2-3
Integrate and evaluate multiple sources of information presented in a diverse format to solve a problem.	3.5.11-12G	Year 1-2-3
Evaluate the hypothesis, data analysis and conclusion in a technical text, verifying data when possible.	3.5.11-12H	Year 1-2-3
Synthesize information from a range of sources into a coherent understanding.	3.5.11-12I	Year 1-2-3
By the end of grade 12, read and comprehend technical texts independently and proficiently.	3.5.11-12J	Year 1-2-3

WARREN COUNTY SCHOOL DISTRICT		
PLANNED INSTRUCTION		
100 Safety		
Identify safety measures that prevent accident.	101	Year 1-2-3
Follow OSHA standards which promote a safe work environment for employees.	103	Year 1-2-3
Follow the Right to Know law and the information provided on a SDS form.	104	Year 1-2-3
Perform body mechanics used by a health care worker when moving, lifting objects, or clients.	105	Year 1-2-3
Transfer client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed/	106	Year 1-2-3
Assist client with dangling, standing, and walking.	107	Year 1-2-3
Turn and/or position client in bed, in a chair, and/or an exam table.	108	Year 1 -2
Assist with client ambulation and use of ambulation devices, such as a gait/transfer belt.	109	Year 1 -2
Describe the use of a mechanical lift adhering to the current governmental regulations	110	Year 1-2-3
200 Professionalism, Legal, and Ethical Issues		
Define the role, functions, and responsibilities of the health care team members.	201	Year 1-2-3
Define the chain of command within the scope of practice of the health care team members.	202	Year 2
Maintain personal hygiene and exhibit professional dress practices.	205	Year 1
Identify the legal responsibilities and ethical behaviors of a health care provider.	206	Year 1-2-3
Practice leadership and citizenship skills through participation in Career and Technical Student Organizations (CTSOs)	209	Year 2
Modify personal behavior in response to client attitude and behaviors.	210	Year 1-2-3
Follow documentation procedures, including charting client information.	211	Year 2-3
Apply standards of confidentiality as required by HIPAA	212	Year 1-2-3
Identify, report and document possible abuse and/or neglect in all health care settings.	213	Year 1-2-3
300 Communication		
Use abuse-free verbal and non-verbal communication with the health care team and clients	301	Year 1
Communicate in a respectful, professional manner according to the client's stage of development and cultural background	303	Year 1
Identify physical and psychological indicators of stress in self and others.	304	Year 1
Identify and use interpersonal conflict management skills.	305	Year 1
Follow stress reduction techniques	309	Year 1-2-3

WARREN COUNTY SCHOOL DISTRICT		
PLANNED INSTRUCTION		
400 Infection Control		
Identify and explain the chain of infection	401	Year 1 -2
Demonstrate proper hand hygiene techniques	402	Year 1 -2
Implement the practice of standard precautions and transmission-based precautions with correct use of Personal Protective Equipment (PPE)	403	Year 1-2-3
Follow OSHA blood borne pathogens standards pertaining to the health care industry	404	Year 2
Differentiate between medical and surgical asepsis	405	Year 2
500 Emergency Care and Disaster Preparedness		
Demonstrate CPR skills and the proper use of an AED, including a choking victim	501	Year 1-2-3
Perform basic first aid skills	502	Year 2 - 3
Describe emergency response/crisis plan procedures when life threatening situations occur.	503	Year 3
Identify potential fire hazards and procedures to use in a fire emergency.	504	Year 1-2-3
Recognize and report emergencies immediately.	505	Year 1-2-3
600 Human Needs and Human Development		
Identify growth and development stages across the human life span	601	Year 1
Describe how illness and disability impacts the individual across their life span	602	Year 2
Select and implement techniques to deal with the cognitively impaired, e.g. validation, reminiscence, music therapy.	603	Year 3
Use techniques to support gender identity and sexual choices of clients	604	Year 1-2-3
800 Health Care Provider Skills		
Provide the client with personal privacy	801	Year 1-2-3
Demonstrate unoccupied bed making techniques according to setting	803	Year 1
Demonstrate occupied bed making techniques	804	Year 2 - 3
Measure and record height and weight	805	Year 1
Assist with client bathing, peri-care, and personal grooming while encouraging independence with ADLs.	807	Year 1
Assist with dressing and undressing	809	Year 1 -2
Observe and report condition of the skin, including measures to prevent decubitus ulcers, pressure sores, pressure ulcers, and bed sores.	810	Year 3
Assist and/or administer denture and oral care for conscious and unconscious clients.	812	Year 1 -2
Assist client with use of the bathroom, bedside commode (BSC), bedpan, and urinal.	815	Year 1 -2

WARREN COUNTY SCHOOL DISTRICT		
PLANNED INSTRUCTION		
Provide catheter care and emptying of urinary drainage bag.	816	Year 2 - 3
Measure and record body temperature using various thermometers placed on specific body sites	818	Year 1-2-3
Measure and record various pulses	819	Year 1-2-3
Measure and record respirations	820	Year 1-2-3
Measure and record blood pressure	821	Year 1-2-3
Identify parameters of blood glucose monitoring	822	Year 3
Describe type, degree, and report client's chest pain	823	Year 3
Apply therapeutic compression devices (i.e. anti-embolism stockings)	825	Year 2
Perform range of motion exercises with a client	826	Year 1
Identify basic medical coding, billing, insurance, filing, and appointment scheduling procedures in a physical and virtual environment.	828	Year 3
Perform methods of collection, special handling, and labeling of specimens.	833	Year 3
Describe medication administration to a client utilizing proper medical math.	834	Year 2
Describe how an EKG/ECG is performed and how it is used diagnostically.	835	Year 2
Identify proper oxygen delivery methods, hazards involved with oxygen, use of a pulse oximeter, and report results.	836	Year 2 - 3
Determine when the use of telemedicine/telehealth office visits is indicated	838	Year 3
Perform techniques for positioning a client, e.g. supine, sims, lateral, prone, fowlers.	839	Year 1-2-3
900 Nutrition and Hydration		
List general principles of basic nutrition	901	Year 2- 3
Identify therapeutic diets including cultural variations.	902	Year 1 -2
Prepare and serve meal trays to clients, including fluids	903	Year 1
Provide assistance with safe positioning and feeding techniques for dependent and sensory deprived clients	904	Year 3
Measure and record intake and output (I&O)	905	Year 1-2-3
Measure and record meal percentages	906	Year 3
1000 Basic Structures and Functions of the Human Body and Related Diseases with Associated Terminology		
Identify the basic structure and explain the function and disease processes for the integumentary system.	1001	Year 1-2-3
... for the respiratory system	1002	Year 1-2-3
... for the cardiovascular system	1003	Year 1-2-3
... lymphatic/immune system	1004	Year 1-2-3
... for the muscular system	1005	Year 1-2-3

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

... for the skeletal system	1006	Year 1-2-3
... for the nervous system	1007	Year 1-2-3
... for the digestive system	1008	Year 1-2-3
... for the urinary system	1009	Year 1-2-3
... for the reproductive system	1010	Year 1-2-3
... for the endocrine system	1011	Year 1-2-3
Distinguish the various directional terms, planes, and regions of the human body.	1013	Year 1-2-3
1100 Death and Dying		
Identify feelings and attitudes concerning death	1101	Year 2
Research how culture and religion influence attitudes toward death	1102	Year 3
Identify the stages of grief	1103	Year 2
Identify and report the common signs of a client approaching death	1104	Year 3
Identify goals of hospice	1105	Year 2
Identify various practices of postmortem care	1106	Year 2 - 3
1200 Medical Terminology		Year 1-2-3
Define and differentiate between root words, prefixes, and suffixes	1201	Year 1-2-3
Identify the meaning of medical abbreviations	1202	Year 1-2-3
Differentiate the various medical specialties in health care settings	1203	Year 1-2-3
Communicate orally, electronically, and in writing using proper medical terms and approved abbreviations.	1204	Year 1-2-3

WARREN COUNTY SCHOOL DISTRICT

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ASSESSMENTS

PSSA Academic Standards, Assessment Anchors, and Eligible Content:

The teacher must be knowledgeable of the PDE Academic Standards, Assessment Anchors, and Eligible Content and incorporate them regularly into planned instruction.

Formative Assessments:

The teacher will utilize a variety of assessment methods to conduct in-process evaluations of student learning.

Effective formative assessments for this course include:

Analyzing student work, strategic questioning

Summative Assessments: The teacher will utilize a variety of assessment methods to evaluate student learning at the end of an instructional task, lesson, and/or unit.

Effective summative assessments for this course include:

The National Occupational Competency Testing Institute (NOCTI) Written and Performance Tests (2nd and 3rd year students – during senior year) developed by the National Occupational Competency Testing Institute. Students who score advanced will receive the PA Skills Certificate in Health/Medical Assisting signed by the Governor of Pennsylvania. Students who score advanced and successfully complete the Program of Study Task Grid will earn SOAR PA state-wide articulated credit and any additional approved articulated college credit.