

Appendix I

HEALTH SERVICES SKILL STANDARDS CHECKLIST



Health Services Skill Standards Checklist

Student Name _____ School District _____

YA Coordinator _____ YA Consortium _____

High School Graduation Date _____

SPECIALTY AREAS COMPLETED:

- _____ Health Care Foundations (HCF)
2 of 3 units (Diagnostic, Information, Therapeutic)
- _____ Health Information Management (HIM)
- _____ Medical Assistant (MA)
- _____ Nursing Assistant (NA)
- _____ Pharmacy Technician (PHARM)

_____ **Core Abilities***
- required for each specialty area

Level One Requirements:

- Students must complete all listed below

- ___ Core Abilities & Job Shadow
- ___ Minimum of one Specialty Area
- ___ 2 semesters related instruction
- ___ Minimum of 450 work hours

Level Two Requirements:

- Students must complete all listed below

- ___ Core Abilities & Job Shadow
- ___ Minimum of **two** Specialty Areas
- ___ 4 semesters related instruction
- ___ Minimum of 900 work hours

**Total
Hours**

Employed

Company Name

Phone Number

INSTRUCTION FOR THE WORKSITE MENTOR(S) AND INSTRUCTOR(S)

The Skill Standards Checklist is a list of the competencies (tasks) to be achieved through mentoring at the worksite.

- The worksite mentor should rate each competency as the student acquires and demonstrates the skill *according to the performance criteria*
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite
- The mentor and student should go over this checklist together regularly to record progress and plan future steps to complete the required competencies.

CERTIFICATION: I certify that this student has successfully completed the competencies required in my department. Circle your YA role, sign and print your name, and complete with the date and the name of your department.

SIGN this page IF you have been a mentor, trainer, or instructor of this student

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Operational Program Notes for Skill Standards Checklist

1. Condition Codes indicate where the competency should be demonstrated.

W- Demonstrate competency at the worksite in real life application

O- Competency is completed through observation only

S - Competency can be demonstrated in a simulation in the classroom OR in simulation at the worksite

- Competency mastery for sign off should NOT be demonstrated in simulation or classroom unless designated by an S.
 - IF the facility does NOT offer the opportunity to master the competency, then arrangements must be made with the YA coordinator for competency mastery elsewhere
- Rate the student on the competencies regularly and revisit the competencies with the student periodically to offer the opportunity for an improved rating
- Arrangements must be made to ensure that the student learns, practices, AND masters each competency **even if** that competency is not part of their regular job function

2. Job Shadow

A Job shadow provides students with an opportunity to explore first hand some of the career options in health services. To meet minimum requirements students complete at least one job shadow per Specialty Area. It is recommended that the first Job Shadow be done prior to YA program entry to assist students with selection of a specialty area OR at least as early in the program as possible. The job shadow is considered a classroom assignment and is to be monitored for completion by the instructor or YA Coordinator.

Job Shadow hours;

- count towards required 180 class work hours/year
- do **NOT** count towards worksite hours
- are **NOT** paid as work time

3. Rating Scale:

3 = Exceeds entry level criteria/Requires no prompting/Consistently displays this behavior.

2 = Meets entry level criteria/Requires some assistance or prompting/Often displays this behavior.

1 = Needs improvement/Requires much assistance/Rarely displays behavior.

ALL HEALTH SERVICES YOUTH APPRENTICES

Core Abilities <i>Core Abilities are skills and knowledge required for all health care workers. Aligned with the National Health Care Core Skill Standards.</i>		Minimum rating of 2 for EACH Circle rating		
1. Utilize applicable academic knowledge	W	1	2	3
2. Communicate effectively in person	W	1	2	3
3. Communicate effectively on the phone	W/S	1	2	3
4. Communicate effectively in written form	W	1	2	3
5. Demonstrate employability skills	W	1	2	3
6. Exhibit legal responsibilities	W	1	2	3
7. Practice ethical behaviors	W	1	2	3
8. Practice infection control	W	1	2	3
9. Follow personal safety requirements	W	1	2	3
10. Manage common safety hazards	W	1	2	3
11. Demonstrate professional role in an emergency	W/S	1	2	3
12. Use information technology applications	W/S	1	2	3

NOTE: Core Ability curriculum for the Pharmacy Technician Specialty Area requires additional information specific for pharmacy technicians and the material they need to know to sit for the PTCE. SEE the specific Health Services YA Pharmacy Technician Specialty Area curriculum package for those additions.

Job Shadowing <i>Provide students with an opportunity to explore first hand some of the career options in health services.</i>		Completed Task (verified by)	
1. Job Shadow health service practitioners	O	Yes	Mentor
2. Produce Job Shadowing Journal	O	Yes	Instructor or YA Coordinator

SEE "Job Shadow" on page 3 for more detail.

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HEALTH CARE FOUNDATIONS (HCF)

CHOOSE 2 of the following 3 UNITS for **worksite** competencies.

Students performing CNA functions *are required* to earn CNA certification through a DHFS approved CNA program with DHFS approved instructors.

CNA Registry Number: _____

Diagnostic Services		Minimum rating of 2 for EACH Circle rating		
1. Instruct clients in the collection of stool and/or urine specimens	W	1	2	3
2. Collect stool and urine specimens	W	1	2	3
3. Assist in collecting specimens other than urine/fecal	W	1	2	3
4. Assist in performing macro-urinalysis	W	1	2	3
5. Assist in performing laboratory testing	W	1	2	3
6. Assist in preparing diagnostic agents	W/S	1	2	3
7. Assist in diagnostic imaging	W	1	2	3
8. Set up area for client procedures	W	1	2	3
9. Assist in explaining procedures to client	W	1	2	3
10. Assist in administering procedures	W	1	2	3
11. Maintain and QC lab equipment	W	1	2	3
12. Perform an inventory of supplies, equipment, and/or medications	W	1	2	3
13. Order and receive supplies and equipment	W	1	2	3
14. Transfer client	W	1	2	3

Information Services		Minimum rating of 2 for EACH Circle rating		
1. Manage business documentation functions--HIM	W	1	2	3
2. Create and/or maintain the client record	W	1	2	3
3. Verify client and/or insurance information--HIM	W	1	2	3
4. Perform records management	W	1	2	3
5. Maintain equipment	W	1	2	3
6. Manage patient appointments	W	1	2	3
7. Assist with performing admit, discharge, and transfer functions	W	1	2	3
8. Assist with coding for client billing	W/S	1	2	3

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HEALTH CARE FOUNDATIONS (HCF) (CONTINUED)

Therapeutic Services		Minimum rating of 2 for EACH Circle rating		
1. Obtain client record information	W/S	1	2	3
2. Chart objective information on client records	W/S	1	2	3
3. Measure temperature, pulse, and respirations	W	1	2	3
4. Measure blood pressure	W	1	2	3
5. Measure client weight and height	W	1	2	3
6. Set up area for client procedures	W	1	2	3
7. Assist in explaining procedures to client	W	1	2	3
8. Assist in administering procedures	W	1	2	3
9. Monitor client response to procedures	W	1	2	3
10. Position client	W	1	2	3
11. Transfer client	W	1	2	3
12. Transport client	W	1	2	3
13. Assist with the application of hot and cold applications to the skin	W/S	1	2	3
14. Assist in determining client target heart rate	W	1	2	3
15. Assist client with prescribed exercise program	W	1	2	3
16. Assist client with gait training	W	1	2	3
17. Assist in application/adjustment of orthotic and assistive devices	W	1	2	3
18. Apply ace wrap	W	1	2	3
19. Respond to basic emergencies with first aid measures	W/S	1	2	3

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HEALTH INFORMATION MANAGEMENT (HIM)

Documentation		Minimum rating of 2 for EACH Circle rating		
1. Create and/or maintain the client record	W	1	2	3
2. Verify client and/or insurance information--HIM	W	1	2	3
3. Perform records management	W	1	2	3
4. Process health information requests	W	1	2	3
5. Manage business documentation functions--HIM	W	1	2	3
6. Assist with performing admit, discharge, and transfer functions	W	1	2	3

Operations		Minimum rating of 2 for EACH Circle rating		
1. Use computer systems to process information	W/S	1	2	3
2. Use common business software applications	W	1	2	3
3. Prepare various reports	W	1	2	3
4. Maintain equipment--HIM	W	1	2	3

Information Systems		Minimum rating of 2 for EACH Circle rating		
1. Verify system information is accurate and complete	W/S	1	2	3
2. Assist with analysis of system functions to improve efficiency	W	1	2	3
3. Assist with data security and access control	W/S	1	2	3

Abstracting and Coding		Minimum rating of 2 for EACH Circle rating		
1. Locate information in the client record	W	1	2	3
2. Assist with transcribing medical orders	W/S	1	2	3
3. Assist with coding for client billing	W/S	1	2	3
4. Assist with reporting health care statistics	W	1	2	3
5. Assist with vital statistic and mandatory state reporting functions	W	1	2	3
6. Assist with disease/procedure registry functions	W	1	2	3

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MEDICAL ASSISTANT (MA)

Students *are required* to earn CNA certification through a DHFS approved CNA program with DHFS approved instructors AND to take a Medical Terminology course to participate in the apprenticeship.

CNA Registry Number: _____

NOTE: This Youth Apprenticeship is NOT an accredited medical assistant training program for certification as a medical assistant.

Clerical		Minimum rating of 2 for EACH Circle rating		
1. Manage business documentation functions	W	1	2	3
2. Create and/or maintain the client record	W	1	2	3
3. Complete client identification labels	W	1	2	3
4. File manual client records	W	1	2	3
5. Perform an inventory of supplies, equipment, and/or medications	W	1	2	3
6. Order and receive supplies and equipment	W	1	2	3
7. Verify insurance information	W	1	2	3
8. Manage patient appointments	W	1	2	3
9. Maintain a cash drawer	W/S	1	2	3

Laboratory		Minimum rating of 2 for EACH Circle rating		
1. Instruct clients in the collection of stool and/or urine specimens	W	1	2	3
2. Collect stool and urine specimens	W	1	2	3
3. Assist in collecting specimens other than urine/fecal	W	1	2	3
4. Assist in performing macro-urinalysis	W	1	2	3
5. Assist in performing laboratory testing	W	1	2	3
6. Maintain and QC lab equipment	W	1	2	3

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MEDICAL ASSISTANT (MA) (CONTINUED)

Clinical		Minimum rating of 2 for EACH Circle rating		
1. Obtain client record information	W/S	1	2	3
2. Chart objective information on client records	W/S	1	2	3
3. Position client	W	1	2	3
4. Measure temperature, pulse, and respirations	W	1	2	3
5. Measure blood pressure	W	1	2	3
6. Measure client weight and height	W	1	2	3
7. Set up area for client procedures	W	1	2	3
8. Assist in explaining procedures to client	W	1	2	3
9. Assist in administering procedures	W	1	2	3
10. Monitor client response to procedures	W	1	2	3
11. Assist with the administration of topical and/or oral medications	W/S	1	2	3
12. Assist with the administration of parenteral medications or immunizations	W/S	1	2	3
13. Perform choking maneuver	W/S	1	2	3
14. Perform CPR	W/S	1	2	3
15. Respond to basic emergencies with first aid measures	W/S	1	2	3

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NURSING ASSISTANT (NA)

Students *are required* to earn CNA certification through a DHFS approved CNA program with DHFS approved instructors.

CNA Registry Number: _____

Fundamental Client Care		Minimum rating of 2 for EACH Circle rating		
1. Measure temperature, pulse, and respirations	W	1	2	3
2. Measure client weight and height	W	1	2	3
3. Position client	W	1	2	3
4. Transfer client	W	1	2	3
5. Transport client	W	1	2	3
6. Ambulate client	W	1	2	3
7. Make occupied and unoccupied bed	W	1	2	3
8. Assist client with eating	W	1	2	3
9. Assist client with oral hygiene	W	1	2	3
10. Assist client with grooming--hair care	W	1	2	3
11. Assist client with grooming--nail care	W	1	2	3
12. Assist client with grooming--dress and undress	W	1	2	3
13. Assist client with grooming--shaving	W/S	1	2	3
14. Assist client with bathing	W	1	2	3
15. Give bedbath	W	1	2	3
16. Provide client skin care	W	1	2	3
17. Assist client in performing range of motion exercise	W/S	1	2	3
18. Assist client with bowel and bladder elimination	W	1	2	3
19. Measure client intake and output	W	1	2	3
20. Provide client comfort measures	W	1	2	3
21. Use isolation techniques	W/S	1	2	3
22. Assist with care of dying client	W/S	1	2	3
23. Assist with postmortem care	W/S	1	2	3
24. Perform choking maneuver	W/S	1	2	3

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NURSING ASSISTANT (NA) (CONTINUED)

Advanced Client Care		Minimum rating of 2 for EACH Circle rating		
1. Obtain client record information	W/S	1	2	3
2. Chart objective information on client records	W/S	1	2	3
3. Measure blood pressure	W	1	2	3
4. Set up area for client procedures	W	1	2	3
5. Assist in administering procedures	W	1	2	3
6. Apply nonprescription topical medications	W	1	2	3
7. Assist with the application of hot and cold applications to the skin	W/S	1	2	3
8. Instruct clients in the collection of stool and/or urine specimens	W	1	2	3
9. Collect stool and urine specimens	W	1	2	3
10. Care for client with a urinary catheter	W	1	2	3
11. Perform CPR	W/S	1	2	3
12. Respond to basic emergencies with first aid measures	W/S	1	2	3

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PHARMACY TECHNICIAN (PHARM)

This Specialty Area will prepare the YA student to sit for the PTCE once they turn 18 years of age AND graduate high school. Recommended for Seniors only.

NOTE: Core Ability curriculum for the Pharmacy Technician Specialty Area requires additional information specific for pharmacy technicians and the material they need to know to sit for the PTCE. SEE the specific Health Services YA Pharmacy Technician Specialty Area curriculum package for those additions.

Assist the Pharmacist in Serving Patients		Minimum rating of 2 for EACH Circle rating		
1. Obtain client record information	W	1	2	3
2. Create and/or maintain the client record	W	1	2	3
3. Accept prescription/medication orders	W	1	2	3
4. Process the prescription/medication order	W	1	2	3
5. Complete client identification labels	W	1	2	3
6. Perform calculations for prescription/medication orders	W	1	2	3
7. Prepare topical and/or oral finished dose form medications	W	1	2	3
8. Assist with preparing a compounded prescription/medication order	W/S	1	2	3
9. Assist in preparing diagnostic agents	W	1	2	3
10. Assist with the preparation of parenteral therapy/medications	W/S	1	2	3
11. Provide the medication to the client	W	1	2	3

Maintain Medication and Inventory Control		Minimum rating of 2 for EACH Circle rating		
1. Perform an inventory of supplies, equipment, and medications	W	1	2	3
2. Order and receive supplies and equipment	W	1	2	3
3. Maintain and QC supplies, equipment, and medications	W	1	2	3

Participate in Administration and Management of Pharmacy Practice		Minimum rating of 2 for EACH Circle rating		
1. Maintain a cash drawer	W	1	2	3
2. Merchandise retail items in a pharmacy	W	1	2	3
3. Manage business documentation functions	W	1	2	3
4. Verify insurance information	W	1	2	3
5. Update client pharmaceutical information	W	1	2	3
6. Participate in quality assurance practices	W	1	2	3

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