



Advanced Health Careers

Available Certifications:

BLS Healthcare Provider
Bloodborne and Airborne Pathogens
Heartsaver First Aid

Complete Task List:

Task Number	Description	Hours	Level
<i>*State Approved Program of Study</i>			
100	Safety		
101	Identify safety measures that prevent accidents.		
102	RESERVED		
103	Follow OSHA standards which promote a safe work environment for employees.		
104	Follow the Right to Know law and the information provided on a SDS form.		
105	Perform body mechanics used by a health care worker when moving, lifting objects, or clients.		
106	Transfer client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed.		
107	Assist client with dangling, standing, and walking.		
108	Turn and/or position client in bed, in a chair, and/or an exam table.		
109	Assist with client ambulation and use of ambulation devices, such as a gait/transfer belt.		
110	Describe the use of a mechanical lift adhering to the current governmental regulations.		
200	Professionalism, Legal, and Ethical Issues		
201	Define the role, functions, and responsibilities of the health care team members.		
202	Define the chain of command within the scope of practice of the health care team members.		
203	RESERVED		
204	RESERVED		
205	Maintain personal hygiene and exhibit professional dress practices.		
206	Identify the legal responsibilities and ethical behaviors of a health care provider.		
207	RESERVED		
208	RESERVED		
209	Practice leadership and citizenship skills through participation in Career and Technical Student Organizations (CTSOs).		
210	Modify personal behavior in response to client attitude and behaviors.		
211	Follow documentation procedures, including charting client information.		
212	Apply standards of confidentiality as required by HIPAA.		
213	Identify, report, and document possible abuse and/or neglect in all health care settings.		
300	Communication		
301	Use abuse-free verbal and non-verbal communication with the health care team and clients.		

Task Number	Description	Hours	Level
302	RESERVED		
303	Communicate in a respectful, professional manner according to the client's stage of development and cultural background.		
304	Identify physical and psychological indicators of stress in self and others.		
305	Identify and use interpersonal conflict management skills.		
306	RESERVED		
307	RESERVED		
308	RESERVED		
309	Follow stress reduction techniques.		
400	Infection Control		
401	Identify and explain the chain of infection.		
402	Demonstrate proper hand hygiene techniques.		
403	Implement the practice of standard precautions and transmission-based precautions with correct use of Personal Protective Equipment (PPE).		
404	Follow OSHA blood borne pathogens standards pertaining to the health care industry.		
405	Differentiate between medical and surgical asepsis.		
406	RESERVED		
500	Emergency Care and Disaster Preparedness		
501	Demonstrate CPR skills and the proper use of an AED, including a choking victim.		
502	Perform basic first aid skills.		
503	Describe emergency response/crisis plan procedures when life threatening situations occur.		
504	Identify potential fire hazards and procedures to use in a fire emergency.		
505	Recognize and report emergencies immediately.		
600	Human Needs and Human Development		
601	Identify growth and developmental stages across the human life span.		
602	Describe how illness and disability impacts the individual across their life span.		
603	Select and implement techniques to deal with the cognitively impaired, e.g., validation, reminiscence, music therapy.		
604	Use techniques to support gender identity and sexual identity choices of clients.		
700	Reserved		
701	RESERVED		
702	RESERVED		
703	RESERVED		
704	RESERVED		
705	RESERVED		
800	Health Care Provider Skills		
801	Provide the client with personal privacy.		
802	RESERVED		
803	Demonstrate unoccupied bed making techniques according to setting.		

Task Number	Description	Hours	Level
804	Demonstrate occupied bed making techniques.		
805	Measure and record height and weight.		
806	RESERVED		
807	Assist with client bathing, peri-care, and personal grooming while encouraging independence with ADLs.		
808	RESERVED		
809	Assist with dressing and undressing.		
810	Observe and report condition of the skin, including measures to prevent decubitus ulcers, pressure sores, pressure ulcers, and bed sores.		
811	RESERVED		
812	Assist and/or administer denture and oral care for conscious and unconscious clients.		
813	RESERVED		
814	RESERVED		
815	Assist client with use of the bathroom, bedside commode (BSC), bedpan, and urinal.		
816	Provide catheter care and emptying of urinary drainage bag.		
817	RESERVED		
818	Measure and record body temperature using various thermometers placed on specific body sites.		
819	Measure and record various pulses.		
820	Measure and record respirations.		
821	Measure and record blood pressure.		
822	Identify parameters of blood glucose monitoring.		
823	Describe type, degree, and report client's pain.		
824	RESERVED		
825	Apply therapeutic compression devices (i.e. anti-embolism stockings).		
826	Perform range of motion exercises with a client.		
827	RESERVED		
828	Identify basic medical coding, billing, insurance, filing, and appointment scheduling procedures in a physical and virtual environment.		
829	RESERVED		
830	RESERVED		
831	RESERVED		
832	RESERVED		
833	Perform methods of collection, special handling, and labeling of specimens.		
834	Describe medication administration to a client utilizing proper medical math.		
835	Describe how an EKG/ECG is performed and how it is used diagnostically.		
836	Identify proper oxygen delivery methods, hazards involved with oxygen, use of a pulse oximeter, and report results.		
837	RESERVED		
838	Determine when the use of telemedicine/telehealth office visits is indicated.		
839	Perform techniques for positioning a client, e.g., supine, sims, lateral, prone, fowlers.		

Task Number	Description	Hours	Level
900	Nutrition and Hydration		
901	List general principles of basic nutrition.		
902	Identify therapeutic diets including cultural variations.		
903	Prepare and serve meal trays to clients, including fluids.		
904	Provide assistance with safe positioning and feeding techniques for dependent and sensory deprived clients.		
905	Measure and record intake and output (I&O).		
906	Measure and record meal percentages.		
1000	Basic Structures and Functions of the Human Body and Related Diseases with Associated Terminology		
1001	Identify the basic structure and explain the function and disease processes for the integumentary system.		
1002	Identify the basic structure and explain the function and disease processes for the respiratory system.		
1003	Identify the basic structure and explain the function and disease processes for the cardiovascular system.		
1004	Identify the basic structure and explain the function and disease processes for the lymphatic/immune system.		
1005	Identify the basic structure and explain the function and disease processes for the muscular system.		
1006	Identify the basic structure and explain the function and disease processes for the skeletal system.		
1007	Identify the basic structure and explain the function and disease processes for the nervous system, including the sensory organs.		
1008	Identify the basic structure and explain the function and disease processes for the digestive system.		
1009	Identify the basic structure and explain the function and disease processes for the urinary system.		
1010	Identify the basic structure and explain the function and disease processes for the reproductive system.		
1011	Identify the basic structure and explain the function and disease processes for the endocrine system.		
1012	RESERVED		
1013	Distinguish the various directional terms, planes, and regions of the human body.		
1100	Death and Dying		
1101	Identify feelings and attitudes concerning death.		
1102	Research how culture and religion influence attitudes toward death.		
1103	Identify the stages of grief.		
1104	Identify and report the common signs of a client approaching death.		
1105	Identify goals of hospice care.		
1106	Identify various practices of postmortem care.		
1200	Medical Terminology		
1201	Define and differentiate between root words, prefixes, and suffixes.		
1202	Identify the meaning of medical abbreviations.		
1203	Differentiate the various medical specialties in health care settings.		

Task Number	Description	Hours	Level
1204	Communicate orally, electronically, and in writing using proper medical terms and approved abbreviations.		
<i>*Local Task List</i>			
VA100	Major Division 1 - Orientation		
VA101	Orientation to Lancaster County Career & Technology Center policies and procedures.		
VA102	Orientation to Introduction to Health Careers classroom policies and procedures.		
VA103	Orientation to Introduction to Health Careers clinical policies and procedures.		
VA200	Major Division 2 - Health Care Safety		
VA201	Complete a unit of instruction on Bloodborne Pathogens and the Universal Precautions that meet the current requirements of the OSHA Bloodborne Pathogens standard for annual training.		
VA202	Identify methods to enhance worksite safety in health care environments.		
VA203	Demonstrate body mechanics.		
VA204	Demonstrate hand washing.		
VA205	Demonstrate use of gloves.		
VA206	Demonstrate use of personal protective equipment.		
VA207	National Safety Council- Bloodborne and Airborne Pathogens		
VA300	Major Division 3 - 24-hour Clock		
VA301	Convert military time to standard time & standard time to military time.		
VA400	Major Division 4 - Trends of Health Care		
VA401	Discuss the United States health care delivery system.		
VA402	Discuss the relationship between the concepts of holistic health and wellness and the delivery of health care.		
VA403	Organize, construct, and present a wellness presentation as related to health and disease prevention.		
VA500	Major Division 5 - Health Care Team		
VA501	Identify the roles and educational/credentialing requirements of various health practitioners.		
VA502	Cite the job descriptions, personal characteristics, job skills, employment outlook, workplace environment, and technical standards associated with health care professions.		
VA502	Cite the job descriptions, personal characteristics, job skills, employment outlook, workplace environment, and technical standards associated with health care professions.		
VA503	Discuss effective strategies for dealing with stress in the workplace.		
VA504	Recall the principles that define professionalism in health care.		
VA505	Recognize the importance of continuing education.		
VA600	Major Division 6 - Health Care Economics		
VA601	Identify issues of cost containment healthcare.		
VA602	Discuss methods of quality assurance.		
VA700	Major Division 7 - Ethics and Legal Aspects of Health Care		
VA701	Recognize the fundamental principles of health care law and ethics.		

Task Number	Description	Hours	Level
VA702	Discuss the patient privacy and guidelines under HIPAA.		
VA800	Major Division 8 - Communication		
VA801	Demonstrate methods of communication that improve interpersonal relations as applied to patients, peers, supervisors, and other health care team members.		
VA802	Demonstrate proper use of effective communication.		
VA803	Recognize issues of cultural diversity in the health care setting.		
VA900	Major Division 9- Exploring Death		
VA901	Visit a funeral home, morgue and discuss death.		
VA1000	Major Division 10 - Introduction to Medical Terminology		
VA1001	Directional Terms: Identify medical terms as they relate to the organization of the human body, planes, positions, regions and quadrants.		
VA1002	Integumentary System: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the integumentary system.		
VA1003	Respiratory System: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the respiratory system.		
VA1004	Urinary System: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the genitourinary system.		
VA1005	Male Reproductive System: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the male reproductive system.		
VA1006	Female Reproductive System: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the female reproductive system.		
VA1007	Obstetrics & Neonatology: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the obstetrics & neonatology.		
VA1008	Cardiovascular & Lymphatic System: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the cardiovascular & lymphatic system.		
VA1009	Digestive System: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the digestive system.		
VA1010	Eye: Identify medical terms related to the anatomy, physiology, pathology, and procedures associated with the eye.		
VA1011	Ear: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the ear.		
VA1012	Musculoskeletal System: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the musculoskeletal system.		
VA1013	Nervous System & Common Behavioral Health Terms: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the nervous system & common behavioral health terms.		
VA1014	Endocrine System: Identify medical terms related to the anatomy, physiology, pathology and procedures associated with the endocrine system.		
VA1015	Interprets common medical abbreviations and symbols.		
VA1100	Major Division 11 - Client Assessment		
VA1101	Measure and record body temperature.		

Task Number	Description	Hours	Level
VA1102	Measure and record radial pulse.		
VA1103	Measure and record apical pulse.		
VA1104	Measure and record respirations.		
VA1105	Measure and record blood pressure.		
VA1106	Identify components of a Physical Assessment.		
VA1200	Major Division 12 - Clinical Observation/Career Exploration		
VA1201	Demonstrate proper documentation using designated format for Rotation 1.		
VA1202	Demonstrate proper documentation using designated format for Rotation 2.		
VA1203	Demonstrate proper documentation using designated format for Rotation 3.		
VA1204	Demonstrate proper documentation using designated format for Rotation 4.		
VA1205	Demonstrate proper documentation using designated format for Rotation 5.		
VA1206	Demonstrate proper documentation using designated format for Rotation 6.		
VA1207	Demonstrate proper documentation using designated format for Rotation 7.		
VA1208	Demonstrate proper documentation using designated format for Rotation 8.		
VA1209	Demonstrate proper documentation using designated format for Rotation 9.		
VA1210	Demonstrate proper documentation using designated format for Rotation 10.		
VA1211	Demonstrate proper documentation using designated format for Rotation 11.		
VA1212	Demonstrate proper documentation using designated format for Rotation 12.		
VA1300	Emergency Care		
VA1301	American Heart Association- Certification in BLS for Healthcare Providers		
VA1302	American Heart Association-First Aid		