

## National Health-Care Skills Standards Correlation Chart

Standards	Student Edition, Student Workbook, and Instructor's Resource Binder Chapters
<b>I. HEALTH-CARE CORE STANDARDS</b> – The industry core is a set of broad standards that serve as a foundation to occupations and functions across the health services. These standards specify the knowledge and skills that the vast majority of health-care workers should have.	
<b>A. Academic Foundation</b> – Health-care workers will know the academic subject matter required for proficiency within their area. They will use this knowledge as needed in their role.	
1. Read and write, including charts, reports, and manuals.	1, 4, 7, 9, 12, 15
2. Perform mathematical operations, including computations, weights, and measures.	17, 18, 50, 51
3. Use health-care terminology.	23-35, Appendices
4. Apply knowledge of life sciences, such as biology, chemistry, physics, AND human growth and development.	23-35, 36-53
5. Be aware of the history of health care.	1
<b>B. Communication</b> – Health-care workers will know the various methods of giving and obtaining information. They will communicate effectively, both orally and in writing.	
1. Assess others' ability to understand.	4, 14, 36, 40, 47, 48
2. Adapt communication to individual needs, including paraphrasing or translating.	4, 14, 36, 40, 47, 48
3. Ask for clarification when needed.	4, 36, 38
4. Be sensitive to multicultural and multilingual needs.	4, 36, 38
5. Use facility-specific guidelines, and methods of sending and receiving information.	4, 7, 11
6. Access and use electronically-produced information.	6
<b>C. Systems</b> – Health-care workers will understand how their role fits into their department, their organization, and the overall health-care environment. They will identify how key systems affect services they perform and quality of care.	
1. Be aware of the range of services offered to clients.	1, 2
2. Be aware of how reimbursement affects care delivery.	1, 2, 17, 18
3. Prevent unnecessary waste and duplication.	1-3, 8, 18
4. Participate in quality improvement activities.	1
5. Use facility resources, such as other staff, manuals, and training opportunities.	1, 2
<b>D. Employability Skills</b> – Health-care workers will understand how employability skills enhance their employment opportunities and job satisfaction. They will demonstrate key employability skills, and will maintain and upgrade skills as needed.	
1. Exhibit personal skills, such as attendance, time management, and individual responsibility.	1, 2, 54

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2. Maintain professional conduct and appearance.	1, 2, 54
3. Use analytical skills to solve problems and make decisions.	1, 2, 54
4. Adapt to changing situations.	1, 2, 54
5. Upgrade technology skills.	1, 2, 6
6. Understand various career options and the preparation required for them.	1, 2, 54
<b>E. Legal Responsibilities</b> – Health-care workers will understand their legal responsibilities, limitations, and the implications of their actions within the health-care delivery setting. They will perform their duties according to the regulations, policies, laws, and legislated rights of clients.	
1. Be aware of malpractice and liability issues.	3
2. Maintain client confidentiality.	3, 9, 10
3. Operate within scope of practice.	1, 3
4. Comply with legal requirements for documentation.	3
<b>F. Ethics</b> – Health-care workers will understand accepted ethical practices with respect to cultural, social, and ethnic differences within the health-care environment. They will perform their duties within established ethical guidelines, supporting sensitive and quality health-care delivery.	
1. Respect client rights and self-determination.	3, 4
2. Promote justice and equal treatment of all persons.	3, 4
3. Recognize the importance of client need over other considerations.	3, 4
4. Exhibit loyalty to fellow workers and the organization.	3, 4
5. Report any activity that adversely affects the health, safety, and welfare of clients or fellow workers.	3, 4
6. Comply with pertinent regulatory guidelines, including OSHA standards.	3, 20, 21, 45
7. Respect interdisciplinary differences among team members.	3, 4
<b>G. Safety Practices</b> – Health-care workers will understand the existing and potential hazards to clients, coworkers, and self. They will prevent injury or illness through safe work practices and follow health and safety policies and procedures.	
1. Use universal precautions to control the spread of infection.	19-22, 40-42, 45-48
2. Apply principles of body mechanics, such as proper lifting techniques.	38, 40-43
3. Prevent fire and electrical hazards.	5, 6, 13, 22, 36
4. Use instruments and equipment as directed.	5, 6, 20, 22, 42, 45, 47, 48
5. Manage hazardous materials.	19-22, 42, 45-48
6. Follow emergency procedures and protocols.	44
7. Comply with pertinent regulatory guidelines, including OSHA standards.	3, 19-22, 38-42, 45-48, 51, 53

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<b>H. Teamwork</b> – Health-care workers will understand the role and responsibilities of individual members as part of the health-care team, including their ability to promote the delivery of quality health care. They will interact effectively and sensitively with all members of the health-care team.	
1. Practice team membership skills, such as cooperation, leadership, and anticipation of the needs of coworkers.	1, 2, 4
2. Respect cultural and religious differences of team members.	1, 3, 4
3. Interact with others consistent with the health-care team structure and lines of authority.	1, 4
4. Manage conflict within the workplace through consideration of others' points of view.	1, 3, 4
5. Respect interdisciplinary differences among team members.	1, 3, 4
<b>II. THERAPEUTIC/DIAGNOSTIC CORE STANDARDS</b> – The Therapeutic/Diagnostic Core Standards are a set of standards that apply to both therapeutic and diagnostic occupations and functions. The standards focus, for the most part, on direct client care.	
<b>A. Health Maintenance Practices</b> – Therapeutic and diagnostic workers will understand the fundamentals of wellness and the prevention of disease processes. They will encourage the practice of preventive health behaviors among clients	
1. Be knowledgeable of available preventive health screenings and examinations.	14, 19-21, 38-41, 44, 49
2. Be aware of alternative health practices, such as massage therapy and herbal remedies.	43
3. Explain preventative health practices, such as good nutrition and stress management.	14, 19, 20, 39, 49
4. Encourage clients to manage and reduce health risk factors.	14
5. Show knowledge of illness prevention.	14, 19-21, 39, 40, 44, 49
<b>B. Client Interaction</b> – Therapeutic and diagnostic workers will understand how to explain planned procedures and goals to clients. They will use various strategies to respond to clients' questions and concerns.	
1. Determine clients' ability to understand.	4
2. Respond to clients' feelings.	4, 14, 36, 38, 52
3. Use language appropriate to the situation.	4, 14
4. Use facility guidelines for giving health-care information.	4, 14, 49
<b>C. Intra-team Communication</b> – Therapeutic and diagnostic health-care workers will understand how to communicate client information within a team. They will convey this information to appropriate team members in a timely manner.	
1. Provide complete client information to team, including formal	4

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and informal observations.	
2. Observe and report unsafe environmental conditions.	13, 36
3. Recognize unusual occurrences in treatment progress.	36, 43, 44
4. Document and report information about changes in conditions that might introduce risk to clients or staff.	36, 44
<b>D. Monitoring Client Status</b> – Therapeutic and diagnostic workers will understand the process for monitoring client health status. They will assess health status according to respective professional standards and report results to the treatment team.	
1. Observe client during administered care and procedures.	37-43, 47, 48, 51, 52
2. Measure and report client vital signs or other indicators of health status.	37, 44, 46-48, 52
3. Record client health status according to facility protocol.	36, 44
4. Assist in determining the need for follow-up or alternative care.	36, 44
<b>E. Client Movement</b> – Therapeutic and diagnostic workers will understand the principles of body mechanics for positioning, transferring, and transporting clients. They will perform these activities efficiently and without injury to clients or self.	
1. Position client to ensure comfort.	38-42, 48, 52
2. Recognize center of gravity and base of support in order to use proper lifting techniques.	38-43, 52
3. Use appropriate transport or transfer equipment.	38-43, 52
4. Reassure clients and inform them of what to expect during activity.	38-43, 52