

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
		Academic Foundations	Communications	Systems	Employability Skills	Legal Responsibilities	Ethics	Safety Practices	Teamwork	Health Maintenance Practices	Technical Skills	Information Technology Skills	Alternative Medicine	Biomedical Applications	Cardiac Diagnostics	Clinical Laboratory Science	Dental Diagnostics	First Aid/CPR	Forensic Science	Imaging Diagnostics	Medical Office Technology	Optical Diagnostics	Pathogens and Disease	Pharmacology	Sports Medicine	Veterinary Medicine	
Unit 1: Career Exploration, Development and Employability Traits																											
Competency 1.1: Explore health science careers.																											
1.1.1 Describe current and future trends and issues of various careers in health science.	✓			X		X	X	X				X	X	X					X		X		X	X			
1.1.2 Describe the scope of practice of various careers in health science.	✓					X	X						X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.1.3 Research projected growth of various health science careers.	✓				X					X			X	X	X		X		X	X	X	X	X	X	X	X	
1.1.4 Describe ways of gaining entry and access to the health science careers.	✓				X							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.1.5 Examine personal motivation for seeking a career in health science.	✓		X		X								X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.1.6 Explore professional development and career advancement opportunities.	✓		X	X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.1.7 Identify academic requirements for health science credentials.	✓		X	X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Competency 1.2: Explore the academic foundation for health science careers.																											
1.2.1 Describe health science career pathways and their educational requirements.	✓		X	X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

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1.2.2 Identify academic courses necessary for a career in health science (e.g., science, English language arts, math).	✓		X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Competency 1.3: Explain the responsibilities of a health care provider.																											
1.3.1 Describe critical thinking and problem solving skills.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.3.2 Describe positive work behaviors and personal qualities.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.3.3 Explain the impact an individual's past/present behavior can have on a career in health science.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.3.4 Identify the roles and responsibilities of individuals working as part of a health care team.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.3.5 Recognize the patient and family as key members of the health care team.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.3.6 Identify the qualifications for licensure/certifications for health science careers.	✓					X							X			X				X	X		X				
Competency 1.4: Complete required training, education, certification and professional development to keep abreast of relevant resources and current information.																											
1.4.1 Establish goals that address training, education and self-development.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.4.2 Participate in career-related in-service training and/or degree programs or continuing education.	✓				X								X	X	X	X	X	X	X	X	X	X	X	X	X	X	

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1.4.3 Establish methods to stay current with changes in the field.	✓				X																						
1.4.4 Recognize ethical conflicts related to assessment practices (e.g., labeling, confidentiality).	✓					X	X						X	X	X	X		X	X	X	X	X		X	X		
Competency 1.5: Recognize the characteristics of team and team leadership.																											
1.5.1 Recognize the importance of teamwork and its impact on health science.	✓		X	X	X	X	X	X	X				X				X	X		X					X		
1.5.2 Explain the roles and responsibilities of the individual as part of the team.	✓		X	X	X	X	X	X	X				X				X	X		X					X		
1.5.3 Describe the interpersonal skills that contribute to leadership and teamwork (e.g., empathy, listening, respect, unconditional positive regard).	✓		X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.5.4 Discuss the importance of relating to the culture and climate of an organization.	✓		X		X	X	X	X		X		X	X		X						X	X	X				
1.5.5 Assist fellow team members to develop their careers within health science.	✓								X				X				X	X		X					X		
Competency 1.6: Demonstrate positive work behaviors and personal qualities.																											
1.6.1 Define professionalism.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.6.2 Demonstrate professionalism, self-discipline, positive attitude and integrity in the work environment.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

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1.6.3 Conform to the health care facility's organizational policies, handbook and manuals (e.g., attendance, dress, punctuality).	✓		X	X	X	X	X	X		X		X	X		X		X			X	X	X					
1.6.4 Identify the roles and responsibilities of the individual as part of the health care team (e.g., dependability, integrity).	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.6.5 Exhibit professionalism when handling patient records (e.g., Health Insurance Portability and Accountability Act, [HIPAA]).	✓					X	X																				
1.6.6 Recognize one's own limitations.	✓			X		X	X						X	X		X		X		X			X	X			
1.6.7 Explain how individuals impact the public perception of an organization (e.g., customer service).	✓		X	X	X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X	X		X	
1.6.8 Explain the importance of flexibility and willingness to adapt to changes as technology changes.	✓				X								X	X	X	X		X	X	X	X	X	X				
1.6.9 Engage in continuous self-assessment and goals modification for personal and professional growth.	✓				X		X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		
1.6.10 Demonstrate the ability to seek and apply for employment.	✓				X								X	X	X	X	X	X	X	X	X	X	X	X	X		
Competency 1.7: Demonstrate sensitivity to cultural values.																											
1.7.1 Compare and contrast values and beliefs from a variety of cultures.	✓		X	X			X						X								X						
1.7.2 Recognize the impact of diversity in the workplace.	✓		X	X			X													X							

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1.7.3 Demonstrate sensitivity to individuals with disabilities.	✓				X	X	X																				
1.7.4 Explore personal values, beliefs and possible bias and describe how they can possibly lead to conflict.	✓		X	X	X	X	X		X	X				X							X						
Competency 1.8: Employ problem solving and critical thinking.																											
1.8.1 Describe decision-making models used in health science careers.	✓		X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.8.2 Utilize critical thinking (e.g., analysis, synthesis, evaluation) and team-building skills to solve problems.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.8.3 Correlate results and formulate solutions to problems using critical thinking skills.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.8.4 Engage in consensus group decisions within bounds of ethical, safety and legal concerns even when different from a personal preference.	✓		X	X	X	X	X		X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.8.5 Assist patients/clients in identifying alternatives when faced with the need to make a decision.	✓		X	X		X	X			X	X		X	X	X		X			X	X	X		X			
1.8.6 Assist patients/clients in identifying the potential outcomes of alternatives.	✓		X	X		X	X			X	X		X	X	X		X			X	X	X		X			
1.8.7 Cite barriers that limit choices and describe ways to overcome those barriers.	✓		X	X	X	X	X		X		X		X		X	X			X	X	X	X		X	X	X	
1.8.8 Describe specific examples in which professional ethics and responsibilities are potentially in conflict with clients' choices or preferences.	✓			X	X	X	X			X			X	X													

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1.8.9 Recognize and correct discrepancies.	✓		X	X	X	X	X	X	X	X	X							X		X							
1.8.10 Discuss strategies to avoid recurrent or future problems.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.8.11 Recognize signs and symptoms of emergencies and when to call for assistance.	✓						X			X				X	X		X					X					
1.8.12 Analyze the solutions and unintended consequences of problem solving methods.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Competency 1.9: Demonstrate common problem-solving skills used in health science.																											
1.9.1 Recognize existence of a problem.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.9.2 Identify possible reasons/causes of a problem.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.9.3 Implement plan of action to resolve a problem.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.9.4 Evaluate progress of an action plan.	✓		X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.9.5 Revise plan as indicated by findings.	✓		X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.9.6 Identify components of action plan to resolve problem.	✓		X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

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1.9.7 Monitor progress of an action plan.	✓		X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.9.8 Apply methods for qualitative and quantitative analysis, data gathering, direct and indirect observations and predictions.	✓		X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
1.9.9 Identify ethical dilemmas involved in health careers.	✓					X	X						X											X			
Unit 2: Business Processes																											
Competency 2.1: Analyze the business structure of health science career fields.																											
2.1.1 Define business processes.	✓			X	X	X	X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2.1.2 Identify and explain the core business processes in health care.	✓			X	X	X	X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2.1.3 Identify types of health science career providers that work together as a team for the patient and family.	✓		X	X	X	X	X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2.1.4 Identify various health care organizations and their functions.	✓			X		X	X	X					X							X							
2.1.5 Describe and explain the mission and goals of various health science careers.	✓		X	X	X	X	X			X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2.1.6 Explain how the various health care providers work together to provide services for patients and families.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

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2.1.7 Use organizational charts to analyze jobs and performance objectives.	✓			X			X										X					X	X	X			
2.1.8 Prepare a diagram/chart/model that illustrates the workflow through a health care facility.	✓			X			X																				
2.1.9 Explain the major competitive challenges faced by the health care team.	✓			X	X							X	X					X									
2.1.10 Explain the need for credentials, licensure and continuing education for health science careers.	✓					X	X					X				X				X				X			
Competency 2.2: Explain the impact of economic, social and technological changes on the health science/health care services.																											
2.2.1 Identify and describe types of health care services.	✓			X						X		X	X	X				X	X	X	X	X	X	X	X	X	
2.2.2 Define productivity as it relates to health care services.	✓			X						X		X	X	X				X	X	X	X	X	X	X	X	X	
2.2.3 Describe social and economic conditions that affect income growth/decline.	✓			X																							
2.2.4 Describe the revenue and reimbursement processes for health care services.	✓			X																							
2.2.5 Explain the impact of attitudes, preferences, demographics and population shifts on health care services.	✓			X																							
2.2.6 Describe organizational adjustments needed to accommodate technological advancements.	✓			X							X	X						X	X				X				

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2.2.7 Prepare a business plan that demonstrates the relationship between health care providers and patients (e.g., payers).	✓			X																							
Competency 2.3: Explain how planning and budgeting are used to accomplish organizational goals and objectives.																											
2.3.1 Explain the need to project revenue and expenses.	✓			X																	X						
2.3.2 Define cost and benefit analyses.	✓			X																							
2.3.3 Identify and explain reports used to track performance and resources.	✓					X																					
2.3.4 Utilize technology to manage inventory.	✓			X							X										X						
2.3.5 Identify needed improvements and modifications and describe their implementation.	✓		X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2.3.6 Explain the major competitive challenges of health care.	✓			X	X								X	X				X									
Competency 2.4: Demonstrate internal and external patient service techniques.																											
2.4.1 Conduct in-depth investigations to identify internal and external patient needs.	✓		X	X			X						X	X	X	X	X	X		X		X		X	X	X	
2.4.2 Describe the relationship between meeting patient needs while maintaining the organization's profit.	✓			X		X	X																				

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2.4.3 Maintain patient satisfaction by addressing patient problems and complaints timely and efficiently.	✓		X	X			X						X	X	X	X	X	X		X		X	X	X	X	X	
Competency 2.5: Design a business plan.																											
2.5.1 Describe the components of a business plan.	✓			X																							
2.5.2 Establish a mission statement, organization goals and objectives.	✓				X																						
2.5.3 Identify types of businesses (e.g., profit, non-profit, service, product).	✓			X																	X						
2.5.4 Describe the type and quantity of resources needed (e.g., capital, people, materials).	✓			X																	X						
2.5.5 Create a strategic plan that takes into account all aspects of the business (e.g., scope, time, costs, specifications, marketing, promotion).	✓			X																	X						
2.5.6 Design an organizational chart including jobs and descriptions.	✓			X																							
2.5.7 Budget for resources (e.g., materials, equipment, employees, leases).	✓			X																	X						
2.5.8 Identify market segments and prospective clients.	✓			X																	X						
2.5.9 Describe approaches for managing organizational risk.	✓			X	X																X						

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Competency 2.6: Explain basic procedures in the accounting cycle.																												
2.6.1 Describe the essential nature of profitability and value.	✓			X																								X
2.6.2 Describe job costing with direct and indirect costs.	✓			X																								X
2.6.3 Explain basic economic concepts (e.g., supply, demand, price, cost, profit, value, cash flow).	✓			X																								X
2.6.4 Calculate job costs and prepare billing documents.	✓			X																								X
2.6.5 Interpret financial statements (e.g., balance sheet, profit/loss statement).	✓			X																								X
Competency 2.7: Explain the measures used by health organizations to manage and improve performance.																												
2.7.1 Define and explain measures for financial performance (e.g. profitability, cost reduction, asset utilization).	✓			X																								X
2.7.2 Define and explain measures for market performance (e.g., patient, sales/service growth).	✓			X																								
2.7.3 Define and explain measures for service and internal operations performance (e.g., patient satisfaction, service quality).	✓		X	X		X	X						X	X	X	X	X			X	X	X	X	X	X	X	X	X
2.7.4 Explain cost and benefits of technological innovations.	✓			X								X																X

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2.7.5 Define and explain measures for organizational compliance, health, safety and environmental performance (e.g., audit findings, emissions, lost time accidents).	✓			X				X		X						X					X						
2.7.6 Benchmark performance against competitors and the general industry.																											
Competency 2.8: Demonstrate effective use of technology.																											
2.8.1 Explain the role of information technology (IT) in the business organization.	✓										X										X						
2.8.2 Operate communication technology (e.g., e-mail, fax, phones).	✓		X								X										X						
2.8.3 Use computer software to generate reports (e.g. text document, spreadsheet, database).	✓										X										X						
2.8.4 Organize information for written and oral communications.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2.8.5 Retrieve and prepare documents with accuracy and completeness.	✓		X			X	X									X		X	X	X			X	X			
2.8.6 Demonstrate competence in creating documents using graphics and publishing software.																											
2.8.7 Calculate and interpret descriptive statistics to communicate and support conclusions.	✓	X		X				X		X																	
2.8.8 Perform calculations and analysis on data.	✓										X	X		X	X		X	X		X	X		X	X			

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
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2.8.9 Complete reports in accordance with established standards.	✓					X	X									X					X						
Competency 2.9: Demonstrate facility operational protocols.																											
2.9.1 Comply with facility policy and procedure manuals and/or handbooks.	✓			X	X	X																				X	
2.9.2 Comply with facility expectation and documentation for specific job assignments.	✓		X	X	X	X		X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2.9.3 Identify facility security policies.	✓			X		X						X									X						
2.9.4 Demonstrate the function and use of various supplies used in daily operations (e.g., inventory, maintenance, budget, purchasing).	✓																				X						
2.9.5 Prepare data in accordance with facility protocol.	✓			X	X	X															X						
Unit 3: Communication																											
Competency 3.1: Apply effective verbal and nonverbal communication skills.																											
3.1.1 Classify types of interpersonal communication.	✓		X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.1.2 Practice techniques of effective verbal and nonverbal communication between health care providers and medical practitioners, medical team and general public.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations										Health Science Career Pathways															
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3.1.3 Identify barriers to communication and resolutions to the barriers.	✓		X					X						X						X							
3.1.4 Identify adjustments in communication techniques necessary for different levels of client understanding.	✓		X		X		X				X			X			X		X	X	X					X	
3.1.5 Identify resources (e.g., interpreters, technology devices) needed to breach communication barriers.	✓		X		X		X				X			X			X		X	X	X						
3.1.6 Research the benefits of Spanish as a second language.	✓																										
3.1.7 Demonstrate sensitivity to cultural differences that may affect therapeutic and social communication.	✓			X	X		X					X								X							
3.1.8 Apply techniques for communicating with behaviorally or emotionally impaired clients.	✓		X	X		X	X			X						X				X				X			
3.1.9 Apply accepted rules for spelling, grammar and punctuation in written and oral communication.	✓		X																	X							
3.1.10 Discuss the essential role of effective communication in all phases of health care.	✓		X	X	X	X	X	X		X	X	X		X	X		X	X	X	X	X	X	X	X	X	X	
3.1.11 Provide effective risk and hazard communication to clients.	✓		X			X	X	X					X	X	X					X	X	X		X	X		
Competency 3.2: Utilize available communication technology.																											
3.2.1 Demonstrate knowledge of general communication technology (e.g., e-mail, Internet, fax).	✓		X								X		X	X						X		X					

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
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3.2.2 Access information using electronic equipment.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.2.3 Utilize a variety of computer applications that support patient care.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.2.4 Use appropriate automated systems for various tasks.	✓							X				X		X	X	X		X	X	X	X	X	X	X	X		
3.2.5 Demonstrate competence with applicable software programs.	✓												X	X	X	X	X	X	X	X	X	X	X	X	X		
3.2.6 Identify and demonstrate computer operation for record keeping and data analysis.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
3.2.7 Accurately transfer information as needed.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
3.2.8 Identify the process of file maintenance, storage and retrieval systems.	✓		X									X			X	X		X			X						
3.2.9 Interpret, transcribe and communicate information, data and observations to apply information learned into actual practice.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Competency 3.3: Interact with patient/client.																											
3.3.1 Explain planned procedures and goals to patients/clients.	✓		X	X		X	X							X	X	X	X	X			X	X	X	X	X		
3.3.2 Demonstrate professional etiquette and maintain professional boundaries.	✓		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
		Academic Foundations	Communications	Systems	Employability Skills	Legal Responsibilities	Ethics	Safety Practices	Teamwork	Health Maintenance Practices	Technical Skills	Information Technology Skills	Alternative Medicine	Biomedical Applications	Cardiac Diagnostics	Clinical Laboratory Science	Dental Diagnostics	First Aid/CPR	Forensic Science	Imaging Diagnostics	Medical Office Technology	Optical Diagnostics	Pathogens and Disease	Pharmacology	Sports Medicine	Veterinary Medicine	
3.3.3 Respect patients' cultural differences.	✓			X	X		X						X								X						
3.3.4 Use language appropriate to situation.	✓		X	X		X	X						X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.3.5 Identify various forms of patient information.	✓		X	X			X					X	X	X	X	X	X			X	X	X	X	X	X	X	
3.3.6 Access resources needed to remedy communication barriers (e.g., patient/client with limited English proficiency).	✓		X						X						X						X						
3.3.7 Demonstrate privacy and confidentiality measures and procedures (e.g., HIPAA).	✓					X	X																				
3.3.8 Recognize the significance of informed consent to patients.	✓					X	X					X							X								
3.3.9 Reinforce self-care recommendations to patients.	✓			X				X		X			X						X		X			X			
Competency 3.4: Convey essential patient/client information to appropriate team members.																											
3.4.1 Observe and report unsafe environmental conditions.	✓					X	X	X								X		X									
3.4.2 Recognize and report unusual occurrences or changes in patient's condition.	✓									X	X		X	X			X		X			X		X	X	X	
3.4.3 Use facility guidelines to disseminate health care information.	✓										X									X							

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations										Health Science Career Pathways															
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3.6.3 Accurately pronounce basic medical terms.	✓		X									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.6.4 Identify accepted symbols, abbreviations and acronyms.	✓						X					X	X	X	X		X		X		X		X				
3.6.5 Use approved standard professional terminology when preparing documents.	✓		X									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.6.6 Apply correct medical terms to major disease processes, diagnostic exams, coding of exams and treatment modalities.	✓		X									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Competency 3.7: Locate, organize and reference written health science information from various sources.																											
3.7.1 Locate written information to communicate with co-workers and clients.	✓		X	X	X	X	X									X					X	X		X			
3.7.2 Organize information to use in written and oral communications.	✓		X		X	X	X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.7.3 Document the source and proper reference for written information.	✓		X									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Competency 3.8: Write and utilize coherent and focused technical communications that support a defined perspective for health science careers.																											
3.8.1 Use various note-taking techniques to summarize main ideas.	✓											X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.8.2 Structure ideas and arguments in an organized manner that are supported by relevant documentation and/or examples.	✓		X									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
		Academic Foundations	Communications	Systems	Employability Skills	Legal Responsibilities	Ethics	Safety Practices	Teamwork	Health Maintenance Practices	Technical Skills	Information Technology Skills	Alternative Medicine	Biomedical Applications	Cardiac Diagnostics	Clinical Laboratory Science	Dental Diagnostics	First Aid/CPR	Forensic Science	Imaging Diagnostics	Medical Office Technology	Optical Diagnostics	Pathogens and Disease	Pharmacology	Sports Medicine	Veterinary Medicine	
3.8.3 Write messages using language that is appropriate for the intended audience and purpose.	✓		X										X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.8.4 Use correct spelling, grammar, capitalization and punctuation.	✓		X																	X							
3.8.5 Identify positions from relevant research and resources.	✓		X										X	X	X	X	X	X	X	X	X	X	X	X	X		
3.8.6 Calculate and interpret descriptive statistics to communicate and support predictions and conclusions.	✓			X		X				X																	
3.8.7 Utilize tables, charts and graphs to clarify textual explanations and support arguments.	✓			X			X									X						X	X	X			
Competency 3.9: Deliver formal and informal presentations that demonstrate organization and delivery skill.																											
3.9.1 Demonstrate appropriate usage of grammar, diction and sentence structure.	✓		X																		X						
3.9.2 Communicate main ideas and supporting facts to achieve purpose of communication.	✓		X																		X						
3.9.3 Use appropriate technology to enhance the clarity and persuasiveness.	✓										X										X			X			
3.9.4 Use proper organization and structure to achieve coherence.	✓		X										X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.9.5 Use technical terms, references and quoted material properly.	✓		X										X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
		Academic Foundations	Communications	Systems	Employability Skills	Legal Responsibilities	Ethics	Safety Practices	Teamwork	Health Maintenance Practices	Technical Skills	Information Technology Skills	Alternative Medicine	Biomedical Applications	Cardiac Diagnostics	Clinical Laboratory Science	Dental Diagnostics	First Aid/CPR	Forensic Science	Imaging Diagnostics	Medical Office Technology	Optical Diagnostics	Pathogens and Disease	Pharmacology	Sports Medicine	Veterinary Medicine	
3.9.6 Engage an audience using appropriate vocal variety and gestures.	✓		X																		X						
Competency 3.10: Apply active listening skills to obtain and clarify information.																											
3.10.1 Identify and apply active listening techniques both one to one and in group settings.	✓		X																								
3.10.2 Paraphrase and repeat information for confirmation of details.	✓		X																								
3.10.3 Record and report information in written format utilizing available communication technology.	✓		X								X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.10.4 Complete reports in accordance with established standards.	✓					X	X								X					X							
3.10.5 Use active listening skills that are sensitive to cultural and individual communication differences.	✓		X	X	X		X						X							X							
Competency 3.11: Interact in a professional manner.																											
3.11.1 Recognize the importance of all patients/customers to health care.	✓		X	X		X	X						X	X	X	X	X			X	X	X	X	X	X	X	
3.11.2 Describe the relationship between meeting a patient's needs and profitability.	✓			X																X							
3.11.3 Demonstrate professional etiquette (e.g., phone, e-mail, person to person) when dealing with patients and/or their families.	✓										X									X							

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
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3.11.4 Utilize reading strategies to interpret information for patients and their families.	✓		X			X															X						
3.11.5 Discuss the importance of follow-through and follow-up (in a timely manner) when commitments are made to patients and/or their families.																											
Unit 4: Legal and Ethical Responsibilities																											
Competency 4.1: Differentiate between legal and ethical issues/obligations.																											
4.1.1 Define "legal" and "ethical" issues/obligations.	✓					X	X							X	X	X	X		X	X	X	X	X		X	X	
4.1.2 Describe and comply with legal responsibilities specified by state and federal act(s) and other pertinent legislation.	✓					X	X							X	X	X	X		X	X	X	X	X		X	X	
4.1.3 Differentiate between ethical and legal issues/obligations impacting health care.	✓					X	X							X	X										X		
4.1.4 Apply legal and ethical protocols to health science professions.	✓					X	X							X	X										X		
4.1.5 Discuss the importance of keeping current in legal and ethical issues/obligations through continuing education.	✓					X	X							X	X										X		
Competency 4.2: Comply with organizational policies and government regulations.																											
4.2.1 Identify laws, regulations and codes pertaining to health care facilities.	✓					X	X							X	X										X		

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations										Health Science Career Pathways															
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4.2.2 Comply with state, local and federal legislation as it relates to standards for workplace safety, harassment, labor and employment laws.	✓					X	X																				
4.2.3 Identify legal responsibilities specified by state practice acts, other pertinent legislation and regulatory agencies as it relates to confidentiality (e.g., HIPAA).	✓					X	X																				
4.2.4 Explain legal responsibilities, limitations and implications of actions.	✓			X		X	X						X	X		X		X		X			X	X			
4.2.5 Identify personal and organizational ramifications for failure to comply with government laws and regulations.	✓					X	X																				
4.2.6 Demonstrate professional etiquette when dealing with patients, vendors and the general public.	✓	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Competency 4.3: Complete work-related duties within an ethical framework.																											
4.3.1 Identify the Ohio Ethics Law, related statutes and rulings.																											
4.3.2 Identify codes of ethics within the health care professions (e.g., exercise science, nursing, sonography).	✓						X						X	X	X	X							X		X		
4.3.3 Abide by HIPAA regulations.	✓					X	X																				
4.3.4 Establish a personal ethical framework.	✓					X	X						X	X	X	X							X		X		
4.3.5 Demonstrate ethical behavior when interacting with patients and co-workers, both internal and external to the work facility.	✓					X	X						X	X	X	X							X		X		

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations										Health Science Career Pathways															
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4.3.6 Maintain confidentiality by limiting exposure of sensitive information to authorized personnel.	✓					X	X															X					
4.3.7 Describe the ethical impact of positive cultural sensitivity.	✓			X			X							X													
4.3.8 Explain the importance of positive professional interactions.	✓		X	X	X	X	X		X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Competency 4.4: Assess the implications of ethical/unethical behavior.																											
4.4.1 Identify the legal ramifications of unethical behavior.	✓					X	X																				
4.4.2 Identify professional and personal ramifications of unethical actions (e.g., boundaries).	✓					X	X																				
4.4.3 Compare/contrast personal, professional and organizational ethics.	✓						X																				
4.4.4 Describe issues relating to potential conflicts of interest between personal and organizational ethics.	✓						X																				
4.4.5 Identify behaviors that violate acceptable practice.	✓					X	X																				
4.4.6 Discuss the role of patient feedback in maintaining patient satisfaction.	✓		X	X		X	X						X	X	X	X	X			X	X	X	X	X	X	X	X
4.4.7 Identify strategies for responding to the unethical actions of health care providers.	✓					X	X																				

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
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Competency 4.5: Demonstrate competent care consistent with the requirements and limitations of the professions.																											
4.5.1 Research credentialing requirements.	✓				X	X								X	X	X	X	X	X	X	X	X	X	X	X	X	X
4.5.2 Identify the scope of practice as prescribed by law and the facility of practice.	✓					X	X							X				X			X			X			
4.5.3 Identify behaviors that violate acceptable practice as outlined by the credentialing agencies.	✓					X	X																				
4.5.4 Apply legal and ethical concepts to health profession (e.g., code of ethics).	✓					X	X																				
4.5.5 Describe strategies to deal with conflict between personal and organizational ethics.	✓						X																				
4.5.6 Compare/contrast the roles of various regulatory agencies.	✓			X		X	X	X									X										
Competency 4.6: Practice procedures consistent with legal and ethical behavior.																											
4.6.1 Compare/contrast legal and ethical behavior.	✓					X	X																				
4.6.2 Describe the importance and protocol for reporting unethical practices.	✓					X	X																				
4.6.3 Comply with legal procedures when reporting diseases or abuse.	✓					X	X																				

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
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4.6.4 Recognize the significance of informed consent to patients.	✓					X	X							X													
Competency 4.7: Maintain standards of confidentiality and ethical practice.																											
4.7.1 Recognize the importance of all customers to business.	✓		X	X		X	X							X	X	X	X	X			X	X	X	X	X	X	X
4.7.2 Inform patients in advance regarding situations that may involve disclosure of private information (e.g. health and safety issues).	✓					X	X							X		X				X			X				
4.7.3 Inform clients about situations that warrant the release of confidential information without prior consent and the likely consequences of such disclosure.	✓					X	X							X													
4.7.4 Explain the legal requirement and personal liability for disclosure of all written communication.	✓					X	X																				
4.7.5 Ensure clients are informed of their rights pertinent to services to be provided.	✓					X	X							X													
4.7.6 Maintain ethical standards of practice (e.g., confidentiality, informed consent) in formal as well as informal settings.	✓					X	X							X													
4.7.7 Demonstrate respect of patient's cultural, social and ethnic diversity within the health care environment.	✓		X	X			X														X						
Competency 4.8: Describe employee and employer liability.																											
4.8.1 Define liabilities.	✓					X																					

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations										Health Science Career Pathways															
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4.8.2 Explain the legal concept of <i>respondeat superior</i> .																											
4.8.3 Define negligence.	✓					X	X																				
4.8.4 Identify issues related to liability and negligence.	✓					X	X																				
4.8.5 Discuss ways to minimize liability and negligence risks (e.g., documentation, policies, procedures).	✓					X																					
4.8.6 Discuss the importance of malpractice insurance.	✓					X																					
Unit 5: Health and Safety Practices																											
Competency 5.1: Demonstrate safe professional practices that contribute to the creation of a hazard-free environment.																											
5.1.1 Identify and comply with Environmental Protection Agency (EPA).																											
5.1.2 Discuss the purpose of the Occupational Safety and Health Administration (OSHA) regulations and how it promotes safety.	✓					X	X	X														X					
5.1.3 Comply with OSHA standards.	✓					X	X	X														X					
5.1.5 Demonstrate emergency procedures (e.g., exit routes, injury, threat, fire, disaster plan).	✓							X																			

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations										Health Science Career Pathways															
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5.1.6 Dispose of refuse and biodegradable materials according to manufacturer's directions and state and federal requirements.																											
5.1.7 Employ standard precautions when exposed to blood and body fluids.	✓						X					X	X	X	X	X	X	X				X					
5.1.8 Employ precautions designed to prevent injuries and accidents.	✓						X							X	X		X			X				X	X		
5.1.9 Interpret material safety data sheets (MSDS) and use materials accordingly.	✓						X								X												
5.1.10 Identify consequences of disregarding safety rules.	✓						X								X												
Competency 5.2: Maintain general safety in accordance with government regulations, health standards, company policies and practices.																											
5.2.1 Maintain and wear personal protective equipment (PPE) as appropriate.	✓						X					X		X	X	X	X	X	X	X	X	X	X	X	X	X	
5.2.2 Check and correct potential hazards (e.g. hair, jewelry, clothing).	✓						X	X																			
5.2.3 Follow established procedures for the use of safety apparatus and equipment.	✓						X					X		X	X	X	X	X	X	X	X	X	X	X	X	X	
5.2.4 Check power sources for potential hazards and confirm proper grounding.	✓						X																				
5.2.5 Identify the location of emergency flush showers, eye wash fountains, fire alarms and exits.	✓						X																				

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations										Health Science Career Pathways															
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5.2.6 Maintain work areas in accordance with standards for cleanliness and safety.	✓						X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5.2.7 Describe how to operate fire extinguishers and identify classes of fires.	✓						X																				
Competency 5.3: Discuss strategies to protect employees from occupation-related injuries.																											
5.3.1 Define ergonomics.	✓						X					X							X						X		
5.3.2 Identify the principles and purpose of ergonomics and body mechanics.	✓						X					X							X						X		
5.3.3 Describe ergonomic factors in the workplace (e.g., height of equipment, noise level, lighting, air quality).	✓						X					X							X						X		
5.3.4 Identify work associated with repetitive motion.	✓	X					X																		X		
5.3.5 Identify strategies to minimize repetitive tasks.	✓						X																		X		
5.3.6 Identify strategies to minimize use of excessive muscle/physical force.	✓						X																		X		
5.3.7 Define maximum permissible limit (MPL) and action limit (AL) for lifting.																											

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
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Competency 5.4: Apply the principles of proper body mechanics and ergonomics.																											
5.4.1 Demonstrate proper personal body mechanics and ergonomics.	✓						X					X			X	X	X	X	X	X	X			X	X		
5.4.2 Instruct others in proper body mechanics.	✓						X					X			X	X	X	X	X	X	X			X	X		
5.4.3 Demonstrate proper positioning and moving of clients/patients and objects.	✓						X					X					X		X						X	X	
5.4.4 Utilize available tools for ease in moving/transporting others and objects.	✓						X					X					X		X						X	X	
5.4.5 Apply the principles of body mechanics in lifting, moving, transferring objects and/or ambulating and positioning clients/patients in accordance with established safety practices.	✓						X					X					X		X						X	X	
Competency 5.5: Identify state, federal and local worker safety, health and environmental regulations.																											
5.5.1 Examine the rules and regulations of Occupational Safety and Health Administration (OSHA).	✓					X	X	X														X					
5.5.2 Describe the function of the state Bureau of Workers Compensation (BWC).	✓					X																					
5.5.3 Discuss the Ohio and Federal EPA regulations.																											

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations											Health Science Career Pathways														
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5.5.4 Interpret personal safety rights according to employee's right-to-know plan/hazardous communications.	✓						X																				
Competency 5.6: Demonstrate practices that contribute to a healthy work environment.																											
5.6.1 Identify unsafe operations in the workplace.	✓						X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5.6.2 Participate in safety training meetings.																											
5.6.3 Participate in accident/incident investigations.																											
5.6.4 Identify and correct unsafe actions of co-workers.	✓						X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5.6.5 Identify the training and certification resources for First Aid and cardiopulmonary resuscitation (CPR).	✓									X						X											
5.6.6 Handle substances in accordance with MSDS.	✓						X							X													
5.6.7 Explain basic sanitation, health and hygiene principles.	✓						X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5.6.8 Describe organizational strategies to eliminate substance abuse in the work environment.	✓								X																		
5.6.9 Describe the risks associated with substance abuse in the workplace.	✓								X																		

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations										Health Science Career Pathways															
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Competency 5.7: Complete and apply operation and safety training on pertinent equipment.																											
5.7.1 Participate in an orientation program and training for equipment used before operating.																											
5.7.2 Interpret instructional manuals for safe operation of equipment.	✓	X	X	X	X		X						X		X	X	X		X		X				X	X	
5.7.3 Use safety apparatus and equipment in accordance with job requirements and safety standards.	✓						X					X	X		X	X	X	X		X					X	X	
5.7.4 Participate in an ongoing evaluation to assure equipment is operated safely.	✓						X								X												
5.7.5 Fulfill safety and health requirements for equipment maintenance.	✓						X					X		X	X	X	X	X	X	X	X	X	X	X	X	X	
5.7.6 Monitor and operate equipment in compliance with both manufacturers' directions and in accordance with relevant government regulations and statutes.	✓						X					X		X	X	X	X	X	X	X	X	X	X	X	X	X	
Competency 5.8: Identify practices that contribute to a healthy environment.																											
5.8.1 Describe strategies to reduce exposure to health-threatening environments (e.g., temperature, chemicals, communicable diseases).	✓						X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5.8.2 Identify types of hazardous materials (e.g., chemical, biological).	✓						X								X												
5.8.3 Describe precautions required when using toxic or flammable materials.	✓						X								X												

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5.8.4 Describe some consequences of interactions of incompatible substances.	✓						X								X												
5.8.5 Identify government regulations regarding the storage of hazardous materials.	✓						X								X												
5.8.6 Recognize hazardous materials as identified in various government documents/signage.	✓						X								X												
5.8.7 Employ a hazardous materials safety plan.	✓						X								X												
Competency 5.9: Examine emergency preparedness response plans.																											
5.9.1 Describe different types of emergency preparedness plans (e.g., natural disaster, crisis planning, substance abuse).	✓						X								X												
5.9.2 Identify the importance of securing emergency care information and parental consent for treatment of minors.																											
5.9.3 Demonstrate the ability to complete accident reports and injury reporting.	✓						X								X												
5.9.4 Demonstrate the ability to complete medical referral and treatment reports.																											
5.9.5 Explain emergency procedures in the event of a disaster.	✓						X								X												
5.9.6 Discuss health care issues related to homeland security.																											

Ohio Health Science Career Field Technical Content Standards CORE BODY OF KNOWLEDGE	Applied Technologies Health Science	Health Science Foundations										Health Science Career Pathways															
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5.9.7 Explain the role of MSDS in an emergency response.	✓						X								X												
5.9.8 Practice standard precautions to protect against infection and communicable diseases.	✓						X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Competency 5.10: Complete requirements for CPR and First Aid.																											
5.10.1 Complete and maintain CPR and Automated External Defibrillation (AED) certification.	✓									X						X											
Competency 5.11: Respond to medical emergencies.																											
5.11.1 Perform head to toe assessment.	✓	X																									
5.11.2 Describe signs and symptoms of emergency situations.	✓						X								X												
5.11.3 Identify basic emergency procedures and equipment.	✓						X								X												
5.11.4 Contact local emergency assistance.	✓						X								X												
5.11.5 Demonstrate first responder procedures.																											
5.11.6 Identify evacuation techniques.	✓						X								X												