



CHIROPRACTIC AIDE

OD48622



COMPETENCY-BASED EDUCATION: OKLAHOMA'S RECIPE FOR SUCCESS

BY THE INDUSTRY FOR THE INDUSTRY

Oklahoma's *CareerTech* system of competency-based education uses industry professionals and certification standards to identify the knowledge and abilities needed to master an occupation. This industry input provides the foundation for development of instructional materials that help prepare the comprehensively trained, highly skilled employees demanded by our workplace partners.

TOOLS FOR SUCCESS

CareerTech relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction in Oklahoma's *CareerTech* system. The skills standards outline the knowledge, skills, and abilities needed to perform related jobs within an industry. Skills standards are aligned with national skills standards; therefore, a student trained to the skills standards possesses technical skills that make him/her employable in both state and national job markets.

Curriculum materials contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources provide supplemental activities to enhance learning and provide hands-on training experiences.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Although each of these components satisfy a unique purpose in competency-based education, they work together to reinforce the skills and abilities students need to gain employment and succeed on the job.

MEASURING SUCCESS

Written competency assessments are used to evaluate student performance. Results reports communicate competency assessment scores to students and provide a breakdown of assessment results by duty area. The results breakdown shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Group analysis of student results also provides feedback to instructors seeking to improve the effectiveness of career and technology training. Performance patterns in individual duties indicate opportunities to evaluate training methods and customize instruction.

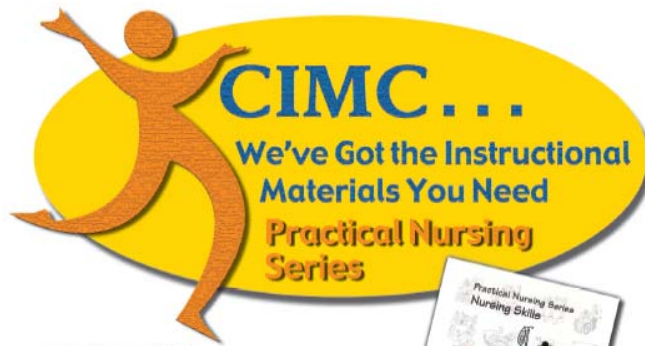
TRUE TO OUR PURPOSE

"Helping Oklahomans succeed in the workplace" defines the mission of Oklahoma *CareerTech* and its competency-based system of instruction. Skills standards, curriculum, and assessments that identify and reinforce industry expectations provide accountability for programs and assure *CareerTech*'s continued role in preparing skilled workers for a global job market

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Nursing Skills

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Safety Skills • Skills for Asepsis • Skills for Managing the Patient's Environment • Vital Sign Skills • Personal Care Skills • Skills for Moving Patients • Wound Care Skills • Respiratory Care Skills • Digestive Care Skills • Urinary Care Skills • Skills for Applying Heat and Cold • Assessment Skills • Decision-Making Skills • Documentation Skills • Skills for Admitting, Transferring, and Discharging Patients • Pre- and Post-Operative Care Skills • Skills for the Care of a Dying Patient • Skills for Managing Pain • Skills for Oncology Care • Skills for Geriatric Care • Phlebotomy Skills

Nursing Focus

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Introduction to Nursing Focus • Skin Focus • Musculoskeletal Focus • Cardiac Focus • Vascular Focus • Hematology Focus • Respiratory Focus • Digestive Focus • Urinary Focus • Brain and Nerve Focus • Mental Focus • Sensory Focus • Immune Focus • Hormone and Reproductive Focus • Pregnancy Focus • Labor and Delivery Focus • Postpartum Focus • Infant Focus • Child Focus • Adolescent Focus

Nursing Concepts

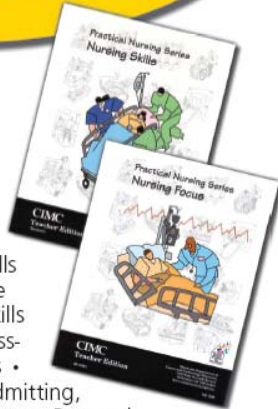
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Concepts of Learning • Concepts of Wellness • Concepts of Adult Development • Concepts of Professionalism • Concepts of Communications • Concepts of Medical Language • Concepts of Patient Teaching • Concepts of Nursing Ethics and Law • Concepts of Healthcare Economics

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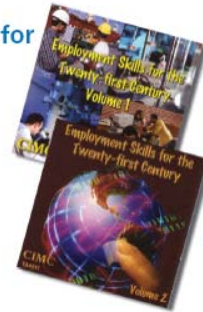
Leadership Skills • Skills for Success • Practice Settings



Employment Skills for the 21st Century, Volume I and II

The volume covers:

- Career Exploration
- Skills Practices
- Internet Activities
- 16 Career Clusters



201 activities on each CD to:

- Develop and apply skills for tomorrow's workplace
- Develop thinking and problem-solving skills on a higher cognitive level
- Develop teamwork and cooperation skills
- Develop oral communications and listening skills
- Develop research and organizational skills
- Develop self-esteem and leadership skills
- Develop reading, writing and computational skills

Online Competency Assessment

The following competency test may be given online with immediate results:

Health Science Technology Core

For more information on this test, call 405-743-5412 or visit our website at www.okcareertech.org/testing

For more information and pricing on these products, call 405-654-4502 or visit our website at www.okcimc.com



**CHIROPRACTIC ASSISTANT
SKILLS STANDARDS
Frequency and Criticality Ratings**

Duty A: Demonstrate Employability Skills

Duty B: Understand the History and Philosophy of the Profession

Duty C: Understand Legal, Ethical and Insurance Issues

Duty D: Follow Safety and Infection Control Guidelines

Duty E: Demonstrate Knowledge of Basic Medical Concepts and Skills

Duty F: Perform Record Keeping and Administrative Duties

Duty G: Provide Basic Patient Care

Duty H: Assist With Radiographs

Duty I: Provide Physiotherapy

Frequency: represents how often the task is performed on the job. Frequency rating scales vary for different occupations. The rating scale used in this publication is presented below:

- 1 = less than once a week
- 2 = at least once a week
- 3 = once or more a day

Criticality: denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

- 1 = slight
- 2 = moderate
- 3 = extreme

DUTY A: Demonstrate Employability Skills

CODE	TASK	F/C
A.01	Describe major components of the health care delivery system and the contributions of each component	2/1
A.02	Describe the role of each health care team member	2/2
A.03	Demonstrate appropriate communication skills <ul style="list-style-type: none"> • Written (including email) • Oral • Non-verbal 	3/3
A.04	Demonstrate office and email etiquette	3/3
A.05	Develop employability skills	3/2
A.06	Demonstrate job-keeping skills	3/3

DUTY B: Understand the History and Philosophy of the Profession

CODE	TASK	F/C
B.01	Identify landmarks in the history of the chiropractic profession	1/1
B.02	Identify general principles of chiropractic medicine	1/1
B.03	Describe the techniques and methodology of chiropractic treatment <ul style="list-style-type: none"> • Manipulation (CMT) • Physical modalities • Therapeutic exercises (rehabilitation) • Manual therapies • Massage • Nutritional supplements • Orthotics • Utilization of supports 	3/2

Duty C: Understand Legal, Ethical, and Insurance Issues

CODE	TASK	F/C
C.01	Comply with HIPPA	3/2
C.02	Understand and comply with OSHA regulations	2/2
C.03	Identify and comply with legal issues	3/3
C.04	Demonstrate safe, legal and ethical practices in the workplace	3/3
C.05	Identify patients with possible abuse or neglect symptoms	1/3
C.06	Describe the importance of confidentiality when handling patient records	3/3
C.07	Understand how insurance companies' rules, regulations, and policy guidelines affect claims processing	3/3
C.08	Understand an Explanation of Benefits	3/3

DUTY D: Follow Safety and Infection Control Guidelines

CODE	TASK	F/C
D.01	Identify signs and symptoms of infection	2/2
D.02	Utilize safety and sanitation procedures	2/3
D.03	Demonstrate proper fit for protective gear	1/1

DUTY E: Demonstrate Knowledge of Basic Medical Concepts and Skills

CODE	TASK	F/C
E.01	Collect patient data	3/3
E.02	Measure vital signs	3/3
E.03		
E.04	Understand and use medical terminology <ul style="list-style-type: none"> • Terms • Abbreviations 	3/3

	<ul style="list-style-type: none"> Prefixes, combining forms, and suffixes 	
E.05	Use reference materials effectively	3/2
E.06	Demonstrate knowledge of anatomy and physiology	3/3
E.07	Understand treatment protocol of common injuries and illnesses	2/3

DUTY F: Perform Record Keeping and Administrative Duties

CODE	TASK	F/C
F.01	Prepare a deposit	3/3
F.02	Apply bookkeeping principles	
F.03	Document and maintain records <ul style="list-style-type: none"> Banking Accounts payable/accounts receivable Payroll 	3/3
F.04	Obtain new patient information	3/3
F.05	Close the office	3/3
F.06	Answer the office phone	3/3
F.07	Process phone messages	3/2
F.08	Record and obtain messages from a recording device	3/3
F.09	Schedule appointments	3/3
F.10	Arrange a referral appointment	3/2
F.11	File items alphabetically and numerically.	3/3
F.12	Pull items from alphabetical files and from numerical files.	3/2
F.13	Prepare a patient ledger card	3/2
F.14	Book charges and credits	3/3
F.15	Generate an itemized statement	3/3
F.16	Understand credit system and payment options	3/2
F.17	Accept payments	3/3
F.18	Generate an itemized statement	3/3
F.19	Identify the flow of information in the medical office	3/2
F.20	Identify the role of computers in the medical office	3/2
F.21	Use proper keyboarding techniques	3/3
F.22	Use word processing and spreadsheet applications <ul style="list-style-type: none"> Create, save, and print documents Open and edit documents Format text and documents Create letters (business, collection) Create, format, and use tables Create forms, patient educational information, surveys, etc. Manage documents Merge documents 	3/3
F.23	Use/interpret codes for diagnosis (ICD-9)	3/3
F.24	Use/interpret codes for chiropractic procedures (CPT)	3/3

F.25	Use medical office software <ul style="list-style-type: none"> • Enter patient information and maintain patient files • Set up cases • Edit transactions • Enter payments and adjustments • Schedule appointments • Create and review an electronic claim • Print claims, lists and reports 	3/3
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DUTY G: Provide Basic Patient Care

CODE	TASK	F/C
G.01	Prepare treatment area	3/3
G.02	Obtain patient history	3/3
G.03	Identify special precautions to follow when caring for geriatric patients	3/3
G.04	Position and prepare client for examination or treatment	3/3
G.05	Restock supplies and linens	3/3

DUTY H: Assist with Radiographs

CODE	TASK	F/C
H.01	Assist radiographer with patient positioning for radiographs	3/3
H.02	Prepare patient for radiographs	2/2

DUTY I: Provide Physiotherapy Under the Guidance of a Chiropractor

CODE	TASK	F/C
I.01	Understand joint assessment and range of motion	3/3
I.02	Understand muscle testing	3/3
I.03	Conduct scoliosis screening	1/3
I.04	Understand the body's response to exercise	2/3
I.05	Understand the benefits of therapeutic massage	3/3
I.06	Demonstrate knowledge of rehabilitation techniques <ul style="list-style-type: none"> • Theraband • Theratubing • Balls 	2/3
I.07	Instruct patients on safety procedures for equipment	2/3
I.08	Demonstrate appropriate stretching techniques	2/3
I.09	Observe indications and contraindications for therapies (traction, diathermy, ultrasound, et al)	3/3
I.10	Apply therapies safely	3/3
I.11	Record changes and tolerance to activity	3/3

CHIROPRACTIC ASSISTANT SKILLS STANDARDS CROSSWALKED TO CIMC CURRICULUM

CIMC CURRICULUM

- (1) Nursing Concepts
(2) Nursing Skills
(3) MAVCC Anatomy & Physiology

CODE	TASK Duty A: Demonstrate Employability Skills	CIMC
A.01	Describe major components of the health care delivery system and the contributions of each component	(1) 9.4 & 5
A.02	Describe the role of each health care team member	
A.03	Demonstrate appropriate communication skills	Employment for the 21 st Century CD- ROM (1) 5
A.04	Demonstrate office and email etiquette	
A.05	Develop employability skills	
A.06	Demonstrate job-keeping skills	

CODE	TASK Duty B: Understand the History and Philosophy of the Profession	CIMC
B.01	Identify landmarks in the history of the chiropractic profession	
B.02	Identify general principles of chiropractic medicine	
B.03	Describe the techniques and methodology of chiropractic treatment <ul style="list-style-type: none"> • Manipulation (CMT) • Physical modalities • Therapeutic exercises (rehabilitation) • Manual therapies • Massage • Nutritional supplements • Orthotics • Utilization of supports 	

CODE	TASK Duty C: Understand Legal, Ethical, and Insurance Issues	CIMC
C.01	Comply with Patients Bill of Rights, Americans with Disabilities Act and HIPPA	(1) 8.8 & 9
C.02	Understand and comply with OSHA regulations	
C.03	Identify and comply with legal issues	(1) 8
C.04	Demonstrate safe, legal and ethical practices in the workplace	(2) 1

B.05	Identify patients with possible abuse or neglect symptoms	
B.06	Describe the importance confidentiality when handling patient records	(1) 8
B.07	Understand how insurance companies' rules, regulations, and policy guidelines affect claims processing	
B.08	Understand an Explanation of Benefits	

CODE	TASK Duty D: Follow Safety and Infection Control Guidelines	CIMC
D.01	Identify signs and symptoms of infection	(2) 2
D.02	Utilize safety and sanitation procedures	(2) 2
D.03	Demonstrate proper fit for protective gear	(2) 2

CODE	TASK Duty E: Demonstrate Knowledge of Basic Medical Concepts and Skills	CIMC
E.01	Collect patient data	
E.02	Measure vital signs	(2) 4
E.03	Develop patient observation skills	
E.04	Understand and use medical terminology	(1) 1.6 (1) 6
E.05	Recognize the advantages of having current reference materials	
E.06	Use reference materials effectively	
E.07	Demonstrate knowledge of anatomy and physiology	(3) all
E.08	Perform CPR, rescue breathing, and abdominal thrusts	(2) 1.11
E.09	Distinguish between normal and abnormal characteristics and symptoms	(2) 1-13
E.10	Identify signs and symptoms of illness	
E.11	Understand treatment protocol of common injuries and illnesses	

CODE	TASK Duty F: Perform Record Keeping and Administrative Duties	CIMC
F.01	Prepare a deposit	
F.02	Reconcile a bank statement	
F.03	Apply bookkeeping principles	
F.04	Document and maintain records	
F.05	Obtain new patient information	
F.06	Close the office	
F.07	Answer the office phone	
F.08	Process phone messages	
F.09	Record and obtain messages from a recording device	
F.10	Schedule appointments	
F.11	Arrange a referral appointment	
F.12	File items alphabetically and numerically	

F.13	Pull items from alphabetical files and from numerical files	
F.14	Prepare a patient ledger card	
F.15	Book charges and credits	
F.16	Generate an itemized statement	
F.17	Understand credit system and payment options	
F.18	Accept payments	
F.19	Generate an itemized statement	
F.20	Identify the flow of information in the medical office	
F.21	Identify the role of computers in the medical office	
F.22	Use proper keyboarding techniques	
F.23	Use alphanumeric keys and punctuation keys by touch	
F.24	Describe the content and purpose of outpatient medical reports	
F.25	Use word processing and spreadsheet applications	
F.26	Use/interpret codes for medical diagnosis (ICD-9 and CPT)	
F.27	Use/interpret codes for physical medicine and chiropractic procedures (ICD-9 and CPT)	
F.28	Use medical office software	

CODE	TASK Duty G: Provide Basic Patient Care	CIMC
G.01	Prepare treatment area	
G.02	Obtain patient history	
G.03	Select appropriate personal protective equipment	
G.04	Identify special precautions to follow when caring for geriatric patients	
G.05	Position and prepare client for examination or treatment	
G.06	Explain treatment plan to patient	
G.07	Provide transfer assistance	
G.08	Restock supplies and linens	

CODE	TASK Duty H: Assist with Radiographs	CIMC
H.01	Assist radiographer with patient positioning for radiographs	
H.02	Mix barium preparation	
H.03	Clean radiographic room properly	

CODE	TASK Duty I: Provide Physiotherapy	CIMC
I.01	Understand joint assessment and range of motion	
I.02	Analyze range of motion testing	
I.03	Conduct scoliosis screening	
I.04	Understand the body's response to exercise	
I.05	Understand the benefits of therapeutic massage	
I.06	Demonstrate knowledge of rehabilitation techniques	
I.07	Instruct patients on safety procedures for equipment	
I.08	Assist with appropriate stretching techniques	
I.09	Observe indications and contraindications for therapies	
I.10	Apply therapies safely	
I.11	Distinguish different modalities	
I.12	Record changes and tolerance to activity	