1. Required documentation:

* Print copy of this check off form for each team member evaluating this course
* Highlight the three standards and elements that were selected for evaluation
* Upload to your website:

Lesson plan for **each** standard **and** element

Student work – evidence of teaching/learning – assignments, projects, etc

Evaluation of student work – assessments, rubrics

\*protect student privacy

* Pictures may be used as supporting evidence but do not take the place of rubrics and assessments
* Upload this check off form to your website

1. Teachers and evaluators will use the 3 boxes by the Elements ( ) to check-off the following:

* Lesson Plan has each of the Elements listed
* Each Element is shown in Student Work
* Each Element is shown in the Student Evaluation(s)
* If all elements addressed, evaluators will check off that entire standard has been met
* Evaluators sign completed check off form

1. Return completed check off forms to Sharon Pye

**Essentials of Healthcare Course Description:**

Anatomy and Physiology is a vital part of most healthcare post-secondary education programs. The Essentials of Healthcare is a medical-focused anatomy course addressing the physiology of each body system, along with the investigation of common diseases, disorders and emerging diseases. The prevention of disease and the diagnosis and treatment that might be utilized are addressed, along with medical terminology related to each system. This course provides an opportunity to demonstrate technical skills that enforce the goal of helping students make connections between medical procedures and the pathophysiology of diseases and disorders.

The pre-requisite for this course is Introduction to Healthcare.

# Course Standard 1

### HS-EHS-1 The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

**Standard: Demonstrate employability skills required by business and industry.**

The following elements should be integrated throughout the content of this course.

* 1. **Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person-to-Person Etiquette** | **Telephone and Email Etiquette** | **Cell Phone and Internet Etiquette** | **Communicating At Work** | **Listening** |
| Interacting with Your Boss | Telephone Conversations | Using Blogs | Improving Communication Skills | Reasons, Benefits, and Barriers |
| Interacting with Subordinates | Barriers to Phone conversations | Using Social Media | Effective Oral Communication | Listening Strategies |
| Interacting with Co-workers | Making and Returning Calls |  | Effective Written Communication | Ways We Filter What We Hear |
| Interacting with Suppliers | Making Cold Calls |  | Effective Nonverbal Skills | Developing a Listening Attitude |
|  | Handling Conference Calls |  | Effective Word Use | Show You Are Listening |
|  | Handling Unsolicited Calls |  | Giving and Receiving Feedback | Asking Questions |
|  |  |  |  | Obtaining Feedback |
|  |  |  |  | Getting Others to Listen |

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nonverbal Communication** | **Written Communication** | **Speaking** | **Applications and Effective Résumés** |
| Communicating Nonverbally | Writing Documents | Using Language Carefully | Completing a Job Application |
| Reading Body Language and mixed Messages | Constructive Criticism in Writing | One-on-One Conversations | Writing a Cover Letter |

|  |  |  |  |
| --- | --- | --- | --- |
| Matching Verbal and Nonverbal communication |  | Small Group Communication | Things to Include in a Résumé |
| Improving Nonverbal Indicators |  | Large Group Communication | Selling Yourself in a Résumé |
| Nonverbal Feedback |  | Making Speeches | Terms to Use in a Résumé |
| Showing Confidence Nonverbally |  | Involving the Audience | Describing Your Job Strengths |
| Showing Assertiveness |  | Answering Questions | Organizing Your Résumé |
|  |  | Visual and Media Aids | Writing an Electronic Résumé |
|  |  | Errors in Presentation | Dressing Up Your Résumé |

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

* 1. **Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.**

|  |  |
| --- | --- |
| **Teamwork and Problem Solving** | **Meeting Etiquette** |
| Thinking Creatively | Preparation and Participation in Meetings |
| Taking Risks | Preparation and Participation in Meetings |
| Building Team Communication | Conducting Two-Person or Large Group Meetings |
|  | Inviting and Introducing Speakers |
|  | Facilitating Discussions and Closing |
|  | Preparing Visual Aids |
|  | Virtual Meetings |

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

* 1. **Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Problem Solving** | **Customer Service** | **The Application Process** | **Interviewing Skills** | **Finding the Right Job** |
| Transferable Job Skills | Gaining Trust and Interacting with Customers | Providing Information, Accuracy and Double Checking | Preparing for an Interview | Locating Jobs and Networking |
| Becoming a Problem Solver | Learning and Giving Customers What They Want | Online Application Process | Questions to Ask in an Interview | Job Shopping Online |
| Identifying a Problem | Keeping Customers Coming Back | Following Up After Submitting an Application | Things to Include in a Career Portfolio | Job Search Websites |
| Becoming a Critical Thinker | Seeing the Customer’s Point | Effective Résumés: | Traits Employers are Seeking | Participation in Job Fairs |
| Managing | Selling Yourself and the Company | Matching Your Talents to a Job | Considerations Before Taking a Job | Searching the Classified Ads |
|  | Handling Customer Complaints | When a Résumé Should be Used |  | Using Employment Agencies |
|  | Strategies for Customer Service |  |  | Landing an Internship |
|  |  |  |  | Staying Motivated to Search |

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

* 1. **Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Workplace Ethics** | **Personal Characteristics** | **Employer Expectations** | **Business Etiquette** | **Communicating at Work** |
| Demonstrating Good Work Ethic | Demonstrating a Good Attitude | Behaviors Employers Expect | Language and Behavior | Handling Anger |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Behaving Appropriately | Gaining and Showing Respect | Objectionable Behaviors | Keeping Information Confidential | Dealing with Difficult Coworkers |
| Maintaining Honesty | Demonstrating Responsibility | Establishing Credibility | Avoiding Gossip | Dealing with a Difficult Boss |
| Playing Fair | Showing Dependability | Demonstrating Your Skills | Appropriate Work Email | Dealing with Difficult Customers |
| Using Ethical Language | Being Courteous | Building Work Relationships | Cell Phone Etiquette | Dealing with Conflict |
| Showing Responsibility | Gaining Coworkers’ Trust |  | Appropriate Work Texting |  |
| Reducing Harassment | Persevering |  | Understanding Copyright |  |
| Respecting Diversity | Handling Criticism |  | Social Networking |  |
| Making Truthfulness a Habit | Showing Professionalism |  |  |  |
| Leaving a Job Ethically |  |  |  |  |

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

* 1. **Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.**

|  |  |  |
| --- | --- | --- |
| **Expected Work Traits** | **Teamwork** | **Time Management** |
| Demonstrating Responsibility | Teamwork Skills | Managing Time |
| Dealing with Information Overload | Reasons Companies Use Teams | Putting First Things First |
| Transferable Job Skills | Decisions Teams Make | Juggling Many Priorities |
| Managing Change | Team Responsibilities | Overcoming Procrastination |
| Adopting a New Technology | Problems That Affect Teams | Organizing Workspace and Tasks |
|  | Expressing Yourself on a Team | Staying Organized |
|  | Giving and Receiving Constructive Criticism | Finding More Time |
|  |  | Managing Projects |
|  |  | Prioritizing Personal and Work Life |
|  |  |  |

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

* 1. **Present a professional image through appearance, behavior and language.**

|  |  |  |  |
| --- | --- | --- | --- |
| **On-the-Job Etiquette** | **Person-to-Person Etiquette** | **Communication Etiquette** | **Presenting Yourself** |
| Using Professional Manners | Meeting Business Acquaintances | Creating a Good Impression | Looking Professional |
| Introducing People | Meeting People for the First Time | Keeping Phone Calls Professional | Dressing for Success |
| Appropriate Dress | Showing Politeness | Proper Use of Work Email | Showing a Professional Attitude |
| Business Meal Functions |  | Proper Use of Cell Phone | Using Good Posture |
| Behavior at Work Parties |  | Proper Use in Texting | Presenting Yourself to Associates |
| Behavior at Conventions |  |  | Accepting Criticism |
| International Etiquette |  |  | Demonstrating Leadership |
| Cross-Cultural Etiquette |  |  |  |
| Working in a Cubicle |  |  |  |

**Support of CTAE Foundation Course Standards and Common Core GPS and Georgia** **Performance Standards**

**L9-10RST 1-10 and L9-10WHST 1-10:**

Common Core ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses. Additional Common Core ELA/Literacy standards for Speaking and Listening are listed in the foundational course standards below.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 2**

# HS-EHS-2

**Classify the basic structural and functional organization of the human body and identify body planes, cavities, regions, directional terms, tissues, organs and parts of the cell.**

* 1. Define anatomy, physiology, homeostasis, metabolism and cellular respiration.

* 1. Identify body planes, cavities, abdominal regions and directional terms. (These will be utilized later in the various anatomy systems).

* 1. Describe and demonstrate anatomical position utilizing directional terms.

* 1. Classify the basic structural and functional organization of the human body beginning at the cellular level to also include tissues, organs and systems.

* 1. Identify the structural components of a cell, and describe the function and relationship of each component.

* 1. Explain the process of mitosis and meiosis.

* 1. Identify the major types of tissue, and provide examples of each type.

* 1. Demonstrate recognition of subjective and objective observations. Document signs and symptoms in the simulated electronic medical record.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 3**

# HS-EHS-3

**Analyze the anatomy, physiology and basic pathophysiology of the integumentary system, and evaluate and monitor body temperature.**

* 1. Analyze the basic structures and functions of the integumentary system.

* 1. Identify and explain medical terms related to the integumentary system, and utilize appropriately when documenting in a simulated electronic medical record.

* 1. Research common diseases, disorders and emerging diseases of the integumentary system including the pathophysiology, prevention, diagnosis and treatment that might be utilized in each.

* 1. Make observations of the skin to include: color, temperature to touch, scarring, bruising, abrasions, lacerations, or other abnormalities.

* 1. Discuss the role of the integumentary system in homeostasis regarding body temperature.

* 1. Demonstrate measuring and recording of temperature, and identify abnormal results.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 4**

# HS-EHS-4

**Investigate the anatomy, physiology, and basic pathophysiology of the cardiovascular system, and evaluate and monitor blood pressure and pulse.**

* 1. Analyze the basic structures and functions of the cardiovascular system.

* 1. Identify and explain medical terms related to the cardiovascular system, and utilize when documenting in electronic medical record.

* 1. Research common diseases, disorders, and emerging diseases of the cardiovascular system including the pathophysiology, prevention, diagnosis and treatment (including biomedical therapies) that might be utilized in each.

* 1. Describe the components of blood, and the functions of each. Research when blood components are prescribed for a patient and why.

* 1. Identify and describe the functions of the chambers, valves and associated vessels of the heart.

* 1. Distinguish differences in anatomy and pathology of blood vessels to include arteries, arterioles, capillaries, venules, and veins.

* 1. Identify and trace the flow of blood through the heart, and provide distinction between the pulmonary and systemic circulation.

* 1. Name the parts of the conduction system of the heart, and trace the impulses during initiation and conduction.

* 1. Demonstrate measuring and recording blood pressure and pulse, and identify abnormal results.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 5**

# HS-EHS-5

**Examine the anatomy, physiology and basic pathophysiology of the respiratory system, and evaluate and monitor respirations.**

* 1. Analyze the basic structures and functions of the respiratory system.

* 1. Identify and explain medical terms related to the respiratory system, and utilize when documenting in electronic medical record.

* 1. Research common diseases, disorders, and emerging diseases of the respiratory system including the pathophysiology, prevention, diagnosis and treatment (including biomedical therapies) that might be utilized in each.

* 1. Differentiate between the upper and lower respiratory tract while tracing the pathway of air into and out of the respiratory system.

* 1. Explain the physiology of breathing, to include the process of gas exchange.

* 1. Analyze the interdependence of the cardiovascular and respiratory systems as they relate to gas exchange, circulation, and the support of vital organs of the human body.

* 1. Demonstrate measuring and recording respirations, and identify abnormal results.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 6**

# HS-EHS-6

**Evaluate the anatomy, physiology, and basic pathophysiology of the muscular and skeletal systems, and perform technical skills related to the systems.**

* 1. Analyze the basic structures and functions of the muscular system.

* 1. Analyze the basic structures and functions of the skeletal system, including locating and identifying the bones of the skeletal system and hemopoiesis.

* 1. Explain the relationship between the muscular and skeletal systems, and identify their interdependence as they relate to body structure, movement and posture.

* 1. Identify and explain medical terms related to the muscular and skeletal systems, and utilize when documenting in the electronic medical record.

* 1. Research common diseases, disorders, and emerging disorders of the muscular and skeletal systems including pathophysiology, prevention, diagnosis and treatment that might be utilized.

* 1. Differentiate between the axial and appendicular skeletons.

* 1. Describe the development of the skeletal system.

* 1. Locate and identify the types of joints in the skeletal system.

* 1. Locate and identify the types of muscles in the muscular system.

* 1. Perform range of motion (ROM) for joints such as the shoulder, wrist and ankle.

* 1. Differentiate between active and passive range of motion.

* 1. Demonstrate proper techniques for ambulation with assistive devices (crutches, cane, walker); and identify limitations and abnormalities.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 7**

# HS-EHS-7

**Analyze the anatomy, physiology, and basic pathophysiology of the urinary system, and apply knowledge in performance of technical skills related to the system.**

* 1. Analyze the basic structures and functions of the urinary system.

* 1. Identify and explain the medical terms related to the urinary system, and utilize when documenting in the electronic medical record.

* 1. Describe the structure and function of the nephron, and explain the processes of secretion, filtration and reabsorption including where the processes occur.

* 1. Compare and contrast the urinary system of the female with the urinary system of a male.

* 1. Research common diseases, disorders, and emerging diseases of the urinary system including pathophysiology, prevention, diagnosis and treatment that might be utilized.

* 1. Demonstrate measuring intake and output, and identify abnormal results (collection of specimens) and document in an electronic medical record.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 8**

# HS-EHS-8

**Analyze the anatomy, physiology, and basic pathophysiology of the reproductive system, and perform technical skills related to the system.**

* 1. Analyze the basic structures and functions of the reproductive system.

* 1. Identify and explain medical terms related to the reproductive system, and utilize when documenting in the electronic medical record.

* 1. Research common diseases, disorders, and emerging diseases of the reproductive system including pathophysiology, prevention, diagnosis and treatment that might be utilized.

* 1. Compare and contrast the reproductive system of the female with the reproductive system of the male.

* 1. Explain the relationship of the endocrine system to the function of the reproductive system.

* 1. Demonstrate appropriate technical skills related to the reproductive system for selected pathway.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 9**

# HS-EHS-9

**Examine the anatomy, physiology, and basic pathophysiology of the nervous system and special senses, and perform technical skills related to these systems.**

* 1. Analyze the basic structures and functions of the nervous system.

* 1. Analyze the basic structures and functions of the special sense organs (eye, ear, nose, tongue).

* 1. Identify and explain medical terms related to the nervous system and special senses, and utilize when documenting in the electronic medical record.

* 1. Identify the components for each type of neuron, and describe the function of each.

* 1. Identify and label the cranial nerves, and explain the function of each nerve.

* 1. Compare and contrast the sympathetic nervous system with the parasympathetic nervous system.

* 1. Identify and label the lobes of the brain, and explain the functions associated with each lobe.

* 1. Trace sound waves through the ear.

* 1. Explain the physiology of vision.

* 1. Research common diseases, disorders, and emerging diseases of the nervous system and special senses including pathophysiology, prevention, diagnosis and treatment that might be utilized.

* 1. Demonstrate technique for administering vision and hearing testing, and identify abnormal results.

* 1. Demonstrate technique for cranial nerve evaluation (reflexes), and identify abnormal responses.

* 1. Differentiate between pediatric and adult reflexes.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 10**

# HS-EHS-10

**Evaluate the anatomy, physiology, and basic pathophysiology of the endocrine system, and perform technical skills related to the system.**

* 1. Analyze the basic structures and functions of the endocrine system.

10. 2 Identify the hormones secreted by each organ of the endocrine system, and describe the role of each hormone.

* 1. Identify and explain medical terms related to the endocrine system, and utilize when documenting in the electronic medical record.

* 1. Explain the role of the endocrine system in maintaining homeostasis.

* 1. Describe the role of the hypothalamus in linking the endocrine system and nervous system.

* 1. Research common diseases, disorders, and emerging diseases of the endocrine system including pathophysiology, prevention, diagnosis and treatment that might be utilized.

* 1. Demonstrate the roles and responsibilities of patient education related to endocrine system (i.e. Diabetic patient education).

* 1. Demonstrate technique for utilizing simulated equipment and medical devices related to the endocrine system (Ex. simulated blood glucose monitor).

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 11**

# HS-EHS-11

**Investigate the anatomy, physiology, and basic pathophysiology of the digestive system, and perform technical skills related to the system.**

* 1. Analyze the basic structures and functions of the digestive system.

* 1. Identify and explain medical terms related to the digestive system, and utilize when documenting in the electronic medical record.

* 1. Compare and contrast chemical and mechanical digestion.

* 1. Trace the path of food throughout the digestive pathway.

* 1. Identify the gastric secretions and describe the function of each.

* 1. Explain the process of absorption.

* 1. Research common diseases, disorders, and emerging diseases of the digestive system including pathophysiology, prevention, diagnosis and treatment that might be utilized.

* 1. Demonstrate measuring height, weight, and Body Mass Index (BMI), and document in electronic medical record.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Course Standard 12**

# HS-EHS-12

**Analyze the anatomy, physiology, and pathophysiology of the lymphatic system, and perform technical skills related to the system.**

* 1. Analyze the basic structures and functions of the lymphatic system.

* 1. Identify and explain medical terms related to the lymphatic system, and utilize when documenting in the simulated electronic medical record.

* 1. Research common diseases, disorders, and emerging diseases of the lymphatic system including pathophysiology, prevention, diagnosis and treatment that might be utilized.

* 1. Compare and contrast types of immunity and identify the relationship of the WBC and the lymphatic system.

* 1. Explain the relationship between the lymphatic system and the circulatory system.

* 1. Trace the flow of lymphatic fluid through the human body.

* 1. Demonstrate technical skill related to the lymphatic system of selected pathway.

**Lesson Plan (The Standard and all Elements are listed.)**

**Completed Student Work noted (All standards and elements addressed as listed)**

**Completed Student Evaluation forms noted (All standards and elements addressed as listed)**

**Evaluator signature and title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:**