

# NATIONAL HEALTHCARE FOUNDATION STANDARDS AND ACCOUNTABILITY CRITERIA

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Accountability criteria have been established for each foundation standard to better define the expectations for meeting the standard, to provide content for curriculum design and measurement, and certification of achievement.

## Foundation Standard 1: Academic Foundation

Healthcare professionals will know the academic subject matter required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in a health science program of study.

### Accountability Criteria

#### 1.1 Human Structure and Function

- 1.11 Classify the basic structural and functional organization of the human body (tissue, organ, and system).
- 1.12 Recognize body planes, directional terms, quadrants, and cavities.
- 1.13 Analyze the basic structure and function of the human body.

#### 1.2 Diseases and Disorders

- 1.21 Describe common diseases and disorders of each body system (prevention, pathology, diagnosis, and treatment).
- 1.22 Recognize emerging diseases and disorders.
- 1.23 Investigate biomedical therapies as they relate to the prevention, pathology, and treatment of disease.

#### 1.3 Medical Mathematics

- 1.31 Apply mathematical computations related to healthcare procedures (metric and household, conversions and measurements).
- 1.32 Analyze diagrams, charts, graphs, and tables to interpret healthcare results.
- 1.33 Record time using the 24-hour clock.

## Foundation Standard 2: Communications

Healthcare professionals will know the various methods of giving and obtaining information. They will communicate effectively, both orally and in writing.

### Accountability Criteria

#### 2.1 Concepts of Effective Communication

- 2.11 Interpret verbal and nonverbal communication.
- 2.12 Recognize barriers to communication.
- 2.13 Report subjective and objective information.
- 2.14 Recognize the elements of communication using a sender-receiver model.
- 2.15 Apply speaking and active listening skills.

#### 2.2 Medical Terminology

- 2.21 Use roots, prefixes, and suffixes to communicate information.
- 2.22 Use medical abbreviations to communicate information.

#### 2.3 Written Communication Skills

- 2.31 Recognize elements of written and electronic communication (spelling, grammar, and formatting).

## **Foundation Standard 3: Systems**

**Healthcare professionals will understand how their role fits into their department, their organization and the overall healthcare environment. They will identify how key systems affect services they perform and quality of care.**

### **Accountability Criteria**

#### **3.1 Healthcare Delivery Systems**

- 3.11 Understand the healthcare delivery system (public, private, government, and non-profit).
- 3.12 Explain the factors influencing healthcare delivery systems.
- 3.13 Describe the responsibilities of consumers within the healthcare system.
- 3.14 Explain the impact of emerging issues such as technology, epidemiology, bioethics, and socioeconomics on healthcare delivery systems.
- 3.15 Discuss common methods of payment for healthcare.

## **Foundation Standard 4: Employability Skills**

**Healthcare professionals will understand how employability skills enhance their employment opportunities and job satisfaction. They will demonstrate key employability skills and will maintain and upgrade skills, as needed.**

### **Accountability Criteria**

#### **4.1 Personal Traits of the Healthcare Professional**

- 4.11 Classify the personal traits and attitudes desirable in a member of the healthcare team
- 4.12 Summarize professional standards as they apply to hygiene, dress, language, confidentiality and behavior.

#### **4.2 Employability Skills**

- 4.21 Apply employability skills in healthcare.

#### **4.3 Career Decision-making**

- 4.31 Discuss levels of education, credentialing requirements, and employment trends in healthcare.
- 4.32 Compare careers within the health science career pathways (diagnostic services, therapeutic services, health informatics, support services, or biotechnology research and development).

#### **4.4 Employability Preparation**

- 4.41 Develop components of a personal portfolio
- 4.42 Demonstrate the process for obtaining employment

## **Foundation Standard 5: Legal Responsibilities**

**Healthcare professionals will understand the legal responsibilities, limitations, and implications of their actions within the healthcare delivery setting. They will perform their duties according to regulations, policies, laws and legislated rights of clients.**

### **Accountability Criteria**

#### **5.1 Legal Implications**

- 5.11 Analyze legal responsibilities.
- 5.12 Apply procedures for accurate documentation and record keeping.

#### **5.2 Legal Practices**

- 5.21 Apply standards for Health Insurance Portability and Accountability Act (HIPAA).
- 5.22 Describe advance directives.
- 5.23 Summarize the Patient's Bill of Rights.
- 5.24 Understand informed consent.
- 5.25 Explain laws governing harassment, labor and scope of practice.

## **Foundation Standard 6: Ethics**

**Healthcare professionals will understand accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment. They will perform quality healthcare delivery.**

### **Accountability Criteria**

#### **6.1 Ethical Boundaries**

- 6.11 Differentiate between ethical and legal issues impacting healthcare.
- 6.12 Recognize ethical issues and their implications related to healthcare.

#### **6.2 Ethical Practice**

- 6.21 Apply procedures for reporting activities and behaviors that affect the health, safety, and welfare of others.

#### **6.3 Cultural, Social, and Ethnic Diversity**

- 6.31 Understand religious and cultural values as they impact healthcare.
- 6.32 Demonstrate respectful and empathetic treatment of ALL patients/clients (customer service).

## **Foundation Standard 7: Safety Practices**

**Healthcare professionals will understand the existing and potential hazards to clients, co-workers, and self. They will prevent injury or illness through safe work practices and follow health and safety policies and procedures.**

### **Accountability Criteria**

#### **7.1 Infection Control**

- 7.11 Explain principles of infection control.
- 7.12 Describe methods of controlling the spread and growth of microorganisms.

#### **7.2 Personal Safety**

- 7.21 Apply personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations.
- 7.22 Apply principles of body mechanics.

#### **7.3 Environmental Safety**

- 7.31 Apply safety techniques in the work environment.

#### **7.4 Common Safety Hazards**

- 7.41 Comply with safety signs, symbols, and labels.
- 7.42 Understand implications of hazardous materials.

#### **7.5 Emergency Procedures and Protocols**

- 7.51 Practice fire safety in a healthcare setting.
- 7.52 Apply principles of basic emergency response in natural disasters and other emergencies.

## **Foundation Standard 8: Teamwork**

**Healthcare professionals will understand the roles and responsibilities of individual members as part of the healthcare team, including their ability to promote the delivery of quality healthcare. They will interact effectively and sensitively with all members of the healthcare team.**

### **Accountability Criteria**

#### **8.1 Healthcare Teams**

- 8.11 Understand roles and responsibilities of team members.
- 8.12 Recognize characteristics of effective teams.

#### **8.2 Team Member Participation**

- 8.21 Recognize methods for building positive team relationships.
- 8.22 Analyze attributes and attitudes of an effective leader.
- 8.23 Apply effective techniques for managing team conflict.

## **Foundation Standard 9: Health Maintenance Practices**

Healthcare professionals will understand the fundamentals of wellness and the prevention of disease processes. They will practice preventive health behaviors among the clients.

### **Accountability Criteria**

#### **9.1 Healthy Behaviors**

- 9.11 Apply behaviors that promote health and wellness.
- 9.12 Describe strategies for the prevention of diseases including health screenings and examinations.
- 9.13 Discuss complementary (alternative) health practices as they relate to wellness and disease prevention.

## **\*Foundation Standard 10: Technical Skills**

Healthcare professionals will apply technical skills required for all career specialties. They will demonstrate skills and knowledge as appropriate.

### **Accountability Criteria**

#### **10.1 Technical Skills**

- 10.11 Apply procedures for measuring and recording vital signs including the normal ranges.
- 10.12 Apply skills to obtain training or certification in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), foreign body airway obstruction (FBAO) and first aid.
  - \*Additional technical skills may be included in a program of study based on career specialties

## **Foundation Standard 11: Information Technology Applications**

Healthcare professionals will use information technology applications required within all career specialties. They will demonstrate use as appropriate to healthcare applications.

### **Accountability Criteria**

#### **11.1 Health Information Literacy and Skills**

- 11.11 Identify methods and types of data collected in healthcare.
- 11.12 Use health record data collection tools (such as input screens, document templates).
- 11.13 Differentiate between types and content of health records (patient, pharmacy, and laboratory).
- 11.14 Ensure that documentation in the health record reflects timeliness, completeness, and accuracy.
- 11.15 Adhere to information systems policies and procedures as required by national, state, local, and organizational levels.

#### **11.2 Privacy and Confidentiality of Health Information**

- 11.21 Apply the fundamentals of privacy and confidentiality policies and procedures.
- 11.22 Identify legal and regulatory requirements related to the use of personal health information.
- 11.23 Identify and apply policies and procedures for access and disclosure of personal health information.
- 11.24 Describe the consequences of inappropriate use of health data in terms of disciplinary action.
- 11.25 Describe appropriate methods to correct inaccurate information/errors personally entered into an electronic medical record (EMR).

#### **11.3 Basic Computer Literacy Skills**

- 11.31 Apply basic computer concepts and terminology in order to use computers and other mobile devices.
- 11.32 Demonstrate basic computer operating procedures.
- 11.33 Demonstrate use of file organization and information storage.
- 11.34 Use basic word processing, spreadsheet, and database applications.
- 11.35 Evaluate the validity of web-based resources.
- 11.36 Demonstrate use of appropriate email and social media usage.