



BASIC ENTRY LEVEL SKILLS NEEDED FOR HEALTH CARE OCCUPATIONS

IMPORTANT SKILLS TO BUILD:

Study Skills: Organized, Pertinent, Reading/Studying Completion

Test Taking Skills:

- Individual or group
- Oral or written in short answer
- Multiple Choice: best answer; priority answer; 2 or all answers may be correct
- How to decrease test anxiety
- Knowledge, Comprehension and Application questions/answers

Critical Thinking:

- Data collection through investigation
- Making valid assumptions and judgments
- Determine if a problem exists
- Determines what needs to be done to resolve the problem as needed
- Determine which actions are required to resolve the problem or to intervene
- Evaluate outcomes and revise as necessary to obtain the desired outcomes
- Re-think...Meta-cognition...what worked and what didn't

Reasoning: Inductive and deductive reasoning using health issues

Work Ethics: What is necessary to get a job and retain it while you enjoy your job?

- Maintain confidentiality
- Respect cultural diversity
- Respect differences of opinion
- Be able to communicate both positive and negative feed back with others

Team Work:

- Group dynamics
- Mutuality
- Respect for each other's role in a project
- Communication

Decision Making:

- Independent
- Interdependent
- Dependent





Prioritization:

- Time Management
- Organization

INTERPERSONAL SKILLS:

Caring for Self and Others: Good morals

Determination/Motivation:

- To do your best
- To help others
- Persistence, commitment to time on task

Respect: For self, others including supervisors, teachers, and peers

Mutuality: When working with others

Utilization of Health Coping Mechanisms

ACADEMIC FOUNDATION IN:

Science:

- Biology including a good anatomy and physiology foundation
- Chemistry...Basic Chemistry
- Physics

Math:

- Health care math for medications: Oral, Injections, IV therapy
- Ratios and proportions
- Algebra
- "Story Problems"- that challenge the student to select relevant information

Reading: Should meet college readiness requirements

Speaking:

- Articulate well – expresses ideas clearly
- Project voice appropriate for audience
- Demonstrate respect during presentation and to others when not presenting
- Stay focused, concise and organized during speaking



East Central Healthcare
SKILLS ALLIANCE



Writing:

- Basic research skills for paper presentations
- Grammar and spelling
- Technical writing
- Concise, organized with subheadings as needed
- Site resources in papers
- Able to use APA format

Computer Skills:

- Keyboarding
- Word-processing (Microsoft Word is the standard at this time)
- Able to do basis charts, tables, graphs
- Presentation software use would be nice (PowerPoint is the standard at this time)
- How to organize, create and utilize presentation or transparencies professionally
- Use of spell check, grammar check, thesaurus
- How to edit and save files in an organized manner



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