GAP ANALYSIS FOR 2007 STANDARDS

Directions: (Print on legal size paper)

Secondary Delivery: Indicate the level the student will be able to perform the standard when leaving the program for each of the *Performance Elements*

Local Task ID Code/Delivery Point: Indicate where the standard is delivered in the curriculum

Academic Standards Crosswalk: You may indicate the academic content expectation number or you may use a check mark to indicate the appropriate academic content taught in the standard

Post-Secondary Delivery for Articulation: Indicate with a check if this is a standard required for post-secondary articulation for the program

51.0000 Therapeutic Services (2007)

Secondary Gap Analysis

RATING SCALE:
4 = Exceeds criteria and/or able to teach task
3 = Accomplishes task to criteria
2 = Accomplishes task with help
1 = Exposed to the task
N = Not exposed to task

Rate Only the Performance Element Standards

Knowledge	Skills	Performance Element	Measurement Criteria		National Cluster Code	4	3	2	1	N	Local Task ID Code/ Delivery Point	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
	A			**APPLIED ACADEMIC SKILLS**								1		3									11		
I				**Academic Foundation**								1													
				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.								1													
	A			**Human Structure and Function**								1													
		1		Classify the basic structural and functional organization of the human body including chemical, cellular, tissue, organ, and system								1													
		2		Recognize body planes, directional terms, quadrants, and cavities								1													
		3		Analyze the interdependence of the basic structures and functions of the human body as they relate to wellness, disease, disorders, therapies, and care/rehabilitation								1													
		4		Compare the structure and function of the human body across the lifespan								1													
	B			**Diseases and Disorders**								1													
		1		Compare diseases/disorders including respective classification(s), prevention, causes, pathogenesis, diagnoses, therapies, and care/rehabilitation								1													
		2		Investigate biomedical therapies as they relate to the prevention, pathology, and treatment of disease								1													
		3		Discuss complementary/alternative health practices as they relate to the prevention and treatment of disease								1													
	C			**Medical Mathematics**								1													
		1		Apply mathematical computations related to healthcare procedures								1													
		2		Apply mathematical principles to conversion equations used in the healthcare delivery system								1													
		3		Apply mathematical principles involving temperature, weights, and measures used in the healthcare delivery system								1													
		4		Apply mathematical principles to problems involving dosage calculations and other applied mathematical concepts								1													
		5		Analyze diagrams, charts, graphs, and tables to interpret healthcare results								1													
				Mathematics								1													
		5		Approach practical and workplace problems using a variety of mathematical techniques.								1													

Knowledge	Skills	Performance Element	Measurement Criteria	51.0000 Therapeutic Services (2007)	National Cluster Code	4	3	2	1	N	Local Task ID Code/ Delivery Point / Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
				Problems include making conversions between the metric system and non-English systems of measurement, mixed units (such as hours and minutes), and can require several steps to finding a solution.								1												
		6		Research how math is used in the workplace and make a presentation detailing the process.								1												
			a	Collect and format information using facility protocols and regulatory guidelines.	1.11									3										
II				**Communications**									2	3				7						
				Healthcare professionals will know the various methods of giving and obtaining information. They will communicate effectively, both orally and in writing.									2	3										
	A			**Concepts of Effective Communication**									2	3										
		9		Use medical terminology to communicate information including data and observations									2											
			a	Distinguish appropriate role and responsibilities of each team member.	1.11										4									
			b	Respect and value the expertise and contributions of all team members.	1.12										4									
			c	Evaluate relevancy of information to be conveyed.	1.13										4									
			d	Formulate and report information in a way that in a clear and concise manner.	1.14										4									
	H			NEGOTIATION SKILLS										3	4									
I				**CLIENT INTERACTION**	I									3				7						
	A			**Therapeutic services professionals will be able to explain planned procedures to patients and health professionals including goals, side effects and coping strategies. They will use various strategies to respond to questions and concerns of patients.**	1									3				7						
III				**COLLECT INFORMATION**	III									3				7						
	A			**Therapeutic services professionals will use facility protocol and regulatory guidelines for collecting patient information. They will participate in identifying patient heath care needs, strengths and problems and respond appropriately.**	1									3				7						
		1		Collect Information.	1.1									3				7						
		1		Identify styles and types of verbal and nonverbal communication										3										
		2		Classify communication styles based on various healthcare scenarios										3										
		3		Recognize barriers to communication										3										
		4		Recognize resources to assist in overcoming communication barriers										3										
		5		Report relevant information in order of occurrence										3										
		6		Analyze communications for appropriate response and feedback										3										
		7		Interpret verbal and non-verbal communication										3										
		8		Report subjective and objective information										3										

RATING SCALE:
4 = Exceeds criteria and/or able to teach task
3 = Accomplishes task to criteria
2 = Accomplishes task with help
1 = Exposed to the task
N = Not exposed to task

Rate Only the Performance Element Standards

Segments
Academic foundations (Anatomy &
Medical Terminology, (Anatomy & F
Communications
Teamwork
Safety
Systems
Legal (charting) and ethical
Technical skills (CPR)
Health maintenance
Employability
Information technology
Workbased learning

51.0000 Therapeutic Services (2007)

Secondary Gap Analysis

RATING SCALE:
- 4 = Exceeds criteria and/or able to teach task
- 3 = Accomplishes task to criteria
- 2 = Accomplishes task with help
- 1 = Exposed to the task
- N = Not exposed to task

Rate Only the Performance Element Standards

Knowledge	Skills	Performance Element	Measurement Criteria	Description	National Cluster Code	4	3	2	1	N	Local Task ID Code/ Delivery Point (Pre)	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
B				**Oral Communications Skills**											3										
		1		Recognize the elements of oral communication using a sender-receiver process											3										
		2		Apply speaking and active listening skills using reflection, restatement, and clarification techniques											3										
		1		Use Oral Communications.	1.1										3										
			a	Assess patients' understanding of the information provided.	1.11										3										
			b	Demonstrate empathy for patients.	1.12										3										
			c	Modify communication to the needs of the patients and appropriate to the situation.	1.13										3										
			b	Analyze information collected to develop appropriate therapeutic response.	1.12										3										
				Apply basic communication skills, mathematical processes and apply technology in work-related situations											3										
				Reading, English & Language Arts											3										
		1		Read a technical manual and write a clear & logical report explaining the information using standard business English.											3										
		2		Give a verbal report on reading from a technical manual.											3										
		3		Read a case study and identify the details about the situation, define technical terms, jargon, or words with multiple meanings based on context, and summarize the conclusion.											3										
				Relate the results of study to a similar situation in a verbal or written report.											3										
		4		Take a verbal and written position on a topic and use correct grammar to defend it.											3										
				Listening & Presentation Skills											3										
		7		Use correct grammar to communicate verbally.											3										
		8		Listen to a presentation and record important information. Report back identifying central themes and use key points to explain how the message applies to a similar situation.											3										
		1		Using correct terminology, clarify the problem or issue to be negotiated.											3										
		2		Identify, organize, and define ideas from various sources to logically support a position and use these ideas in debate.											3										
		3		Demonstrate objectivity in assessing other viewpoints by considering all sides of an issue, using past experience, data and logical analysis, and showing respectful behavior towards others.											3										
		4		Responsibly challenge existing policies and procedures and identify new solutions or policy changes.											3										
	G			TEAMWORK												4			7						
	F			ORGANIZING SKILLS												4						10			
		13		Organize and communicate with members of a team using varied methods of communications.												4									
		14		Recognize the individual roles of team members, delegate tasks, and give feedback on performance.												4									
		15		Acknowledge and utilize the skills, abilities, and input of all member of a team.												4									

Segment column key: Pre, 1 = Academic foundations (Anatomy &), 2 = Medical Terminology, (Anatomy & F), 3 = Communications, 4 = Teamwork, 5 = Safety, 6 = Systems, 7 = Legal (charting) and ethical, 8 = Technical skills (CPR), 9 = Health maintenance, 10 = Employability, 11 = Information technology, 12 = Workbased learning, Post

51.0000 Therapeutic Services (2007)

K	S	PE	MC	Description	National Cluster Code	4	3	2	1	N	Local Task ID Code/ Delivery Point	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
VIII				**Teamwork**												4									
				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.												4									
	A			**Healthcare Teams**												4									
		1		Understand interdisciplinary roles of team members												4									
		2		Recognize characteristics of effective teams												4									
		3		Classify responsibilities of various team members												4									
	B			**Team Member Participation**												4									
		1		Recognize methods for building positive team relationships												4									
		2		Respect and value the expertise and contributions of all team members												4									
		3		Analyze the attributes and attitudes of an effective leader												4									
		4		Recognize underlying factors and situations that may lead to conflict												4									
		5		Apply effective techniques for handling team conflict												4									
II				**EMPLOY INTRA TEAM COMMUNICATION**	II											4									
	A			**Therapeutic services professionals will be able to communicate patient information among team members allowing for feedback as needed.**	1											4									
		1		Understand Team Interactions.	1.1											4									
	D			PROBLEM SOLVING												4									
		1		Apply a problem solving model to a workplace situation that involves setting goals, implementing and evaluating results.												4									

Segment column headers: Pre, Academic foundations (Anatomy &), Medical Terminology, (Anatomy & F), Communications, Teamwork, Safety, Systems, Legal (charting) and ethical, Technical skills (CPR), Health maintenance, Employability, Information technology, Workbased learning, Post

51.0000 Therapeutic Services (2007)

Secondary Gap Analysis

RATING SCALE:
4 = Exceeds criteria and/or able to teach task
3 = Accomplishes task to criteria
2 = Accomplishes task with help
1 = Exposed to the task
N = Not exposed to task

Rate Only the Performance Element Standards

Segments

Knowledge	Skills	Performance Element	Measurement Criteria	51.0000 Therapeutic Services (2007)	National Cluster Code	4	3	2	1	N	Local Task ID Code/ Delivery Point	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
		2		Identify typical problems that occur in a workplace and use a problem solving model to devise solutions, compare alternatives to past solutions, and predict their success.												4									
				Group Participation												4									
		1		Exhibit teamwork skills including trust and loyalty to group, and demonstrate connectedness to group members, values, and culture.												4									
		2		Take personal responsibility for influencing and accomplishing group goals.												4									
		3		Demonstrate understanding of how effective teams operate within organization and diverse settings.												4									
		4		Solve a career/work-related problem as a member of a team.												4									
				Conflict Resolution												4									
		6		Demonstrate leadership by listening to others and asking appropriate questions to clarify a problem or issue.												4									
		7		Summarize a problem clearly and in appropriate detail.												4									
		8		Suggest constructive alternatives with confidence that will help resolve a conflict.												4									
		9		Compromise and/or build consensus within a group and summarize the decision of the group while maintaining respect for minority viewpoints.												4									
		10		Participate in the implementation of a group's decision and evaluate the results.												4									
		11		Show sensitivity to others' thoughts and opinions and relate them to the resolution process.												4									
				Leadership												4									
		15		Demonstrate leadership ability in a work or school setting.												4									
		16		Recognize and take advantage of leadership opportunities that give direction to other team members, or that encourage other members to complete tasks.												4									
				Diversity															7						
		12		Understand and respect the concerns of members of cultural, gender, age, and ability groups.															7						
		13		Be respectful of a variety of differences of people in a work/school setting.															7						
		14		Demonstrate ability to work with others with different backgrounds, cultures, and abilities.															7						
VII				**Safety Practices**													5								
				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.													5								
	A			**Infection Control**													5								

51.0000 Therapeutic Services (2007)

Knowledge	Skills	Performance Element	Measurement Criteria	National Cluster Code	4	3	2	1	N	Local Task ID Code/ Delivery Point	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
		1	Apply infection control procedures including standard precautions													5								
		2	Compare the different methods of controlling the growth of microorganisms													5								
	B		**Personal Safety**													5								
		1	Apply personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Center for Disease Control (CDC) regulations													5								
		2	Apply proper use of personal protective equipment (PPE)													5								
		3	Apply principles of body mechanics and ergonomics													5								
	C		**Environmental Safety**													5								
		1	Evaluate the environment to recognize safe and unsafe working conditions													5								
		2	Demonstrate methods of fire prevention in the healthcare setting													5								
		3	Understand proper safety techniques to prevent accidents and to maintain a safe work environment													5								
	D		**Common Safety Hazards**													5								
		1	Recognize Materials Safety Data Sheets (MSDS)													5								
		2	Comply with safety signs, symbols, and labels													5								
		3	Understand implications of hazardous materials													5								
		4	Apply safety principles within given environments													5								
	E		**Emergency Procedures and Protocols**													5								
		1	Explain an evacuation plan for a healthcare setting													5								
		2	Execute an emergency plan in response to a natural disaster or other emergency													5								
	I		UNDERSTANDING SYSTEMS AND USING TECHNOLOGY														6					11		13
III			**Systems**														6							
			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.														6							
	A		**Healthcare Delivery Systems**														6							
		1	Understand systems theory as it relates to a healthcare delivery system model														6							

Knowledge	Skills	Performance Element	Measurement Criteria	51.0000 Therapeutic Services (2007)	National Cluster Code	4	3	2	1	N	Local Task ID Code/ Delivery Point	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
		2		Explain the cause and effect of factors influencing various healthcare delivery systems														6							
		3		Summarize the interdependence of healthcare professions within a given healthcare delivery system														6							
		4		Interpret the various roles of healthcare providers and clients within the healthcare system														6							
		5		Explain the impact of 21st century emerging issues such as technology, epidemiology, bioethics, and socioeconomics on healthcare systems														6							
		1		Identify trends and how they affect changes within a system.														6							
		2		Demonstrate an understanding of business systems.														6							
		3		Compare management systems and consider how employees function and adapt to change within them.														6							
		4		Describe the technical systems related to a career interest area.														6							
IV				**TREATMENT PLANNING AND IMPLEMENTATION**	IV														7	8					
	A			**Therapeutic services professionals will understand the purposes of the treatment plan & collaborate in planning procedures that support the goals for the patient according to facility protocol, regulatory & within guidelines their scope of practice.**	1														7	8					
		2		4.012 Implement treatment plan.	1.2														7	8					
			c	Document actions according to facility protocol and regulatory guidelines.	1.23														7	8					
	C			**Written Communication Skills**															7						
		1		Recognize the elements of written communication															7						
		2		Organize technical information and summaries															7						
V				**Legal Responsibilities**															7						
				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.															7						
	A			**Legal Implications**															7						
		1		Understand legal responsibilities and limitations															7						
		2		Analyze implications of actions															7						
		3		Implement problem solving techniques when confronted with legal issues															7						
		4		Explain practices that could result in malpractice, liability, and/or negligence															7						
		5		Apply procedures for accurate documentation and record keeping															7						
		6		Implement established procedures based on risk management criteria															7						
		7		Understand an incident report															7						

Secondary Gap Analysis

RATING SCALE:
4 = Exceeds criteria and/or able to teach task
3 = Accomplishes task to criteria
2 = Accomplishes task with help
1 = Exposed to the task
N = Not exposed to task

Rate Only the Performance Element Standards

Segments column headers: Academic foundations (Anatomy &), Medical Terminology, (Anatomy &, Communications, Teamwork, Safety, Systems, Legal (charting) and ethical, Technical skills (CPR), Health maintenance, Employability, Information technology, Workbased learning

Knowledge	Skills	Performance Element	Measurement Criteria	51.0000 Therapeutic Services (2007)	National Cluster Code	4	3	2	1	N	Local Task ID Code/ Delivery Point	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
		8		Summarize non-discriminatory laws															7						
		9		Interpret healthcare facility policies and procedures															7						
	B			**Legal Practices**															7						
		1		Implement mandated standards for Health Insurance Portability and Accountability Act (HIPAA)															7						
		2		Recognize common threats to confidentiality															7						
		3		Summarize clients' rights according to the Patients' Bill of Rights															7						
		4		Understand informed consent															7						
		5		Compare licensure, certification, registration, and legislated scope of practice of a healthcare professional															7						
		6		Explain mandated standards for harassment, labor, and employment laws															7						
VI				**Ethics**															7						
				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.															7						
	A			**Legal and Ethical Boundaries**															7						
		1		Differentiate between morality and ethics															7						
		2		Differentiate between ethical and legal issues impacting healthcare including confidentiality															7						
		3		Compare personal, professional, and organizational ethics															7						
		4		Recognize ethical issues and their implications related to healthcare															7						
	B			**Ethical Practice**															7						
		1		Apply ethical behaviors including honesty and integrity in a healthcare setting															7						
		2		Apply procedures for reporting activities and behaviors that affect the health, safety and welfare of others															7						
	C			**Cultural, Social, and Ethnic Diversity**															7						
		1		Understand religious and cultural values as they impact healthcare services															7						
		2		Demonstrate respect for individual diversity															7						
		2		Use Written Communication.	1.2														7						
			a	Develop clear written patient information and instructions.	1.21														7						
			b	Keep written records as appropriate within facility policies and protocols.	1.22														7						
			c	Maintain confidentiality according to facility protocol.	1.13														7						
				Healthcare professionals will apply technical skills required for all career specialties. They will demonstrate skills and knowledge as appropriate.																8					
X				**Technical Skills**																8					
	A			**Technical Skills**																8					
		1		Apply procedures for measuring and recording vital signs including the normal ranges																8					
		2		Apply skills to obtain training or certification in Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)/Foreign Body Airway Obstruction (FBAO)/First Aid																8					

Secondary Gap Analysis

RATING SCALE:
4 = Exceeds criteria and/or able to teach task
3 = Accomplishes task to criteria
2 = Accomplishes task with help
1 = Exposed to the task
N = Not exposed to task

Rate Only the Performance Element Standards

Segments: Pre, Academic foundations (Anatomy &), Medical Terminology, (Anatomy & F), Communications, Teamwork, Safety, Systems, Legal (charting) and ethical, Technical skills (CPR), Health maintenance, Employability, Information technology, Workbased learning, Post

Knowledge	Skills	Performance Element	Measurement Criteria	51.0000 Therapeutic Services (2007)	National Cluster Code	Secondary Gap Analysis					Local Task ID Code/ Delivery Point	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
						4	3	2	1	N															
				*Additional technical skills may be included in a program of study based on career specialties																8					
		1		4.011 Utilize planning strategies.	1.1															8					
			a	Create a treatment plan using a problem-solving model, incorporating patient input.	1.11															8					
			b	Select appropriate resources to implement treatment plan.	1.12															8					
			c	Evaluate the plan for appropriate outcomes.	1.13															8					
			a	Evaluate priorities in order to organize work.	1.21															8					
			b	Use equipment and instruments according to the manufacturer's guidelines and accepted safety practice.	1.22															8					
V				**MONITOR CLIENT STATUS**	V															8					
	A			**Therapeutic services professionals will monitor and assess patients' health status, and develop appropriate therapeutic response based on facility protocol**	1															8					
		1		5.011 Monitor Client.	1.1															8					
			a	Analyze and assess patient response.	1.11															8					
			b	Assess need for follow up and changes to treatment plan.	1.12															8					
			c	Respond to patient health changes as prescribed by facility protocol.	1.13															8					
			d	Evaluate patient response to administered treatments and procedures.	1.14															8					
VI				**EVALUATE PATIENT STATUS**	VI															8					
	A			**Therapeutic services professionals will evaluate patient needs, strengths and problems in order to determine if treatment goals are being reached.**	1															8					
		1		Evaluation	1.1															8					
			a	Choose appropriate evaluation tools to assess patient response to treatment plan.	1.11															8					
			b	Analyze information gathered.	1.12															8					
			c	Revise or create modifications to treatment plan based on patient response.	1.13															8					
IX				**Health Maintenance Practices**																	9				
				Healthcare professionals will understand the fundamentals of wellness and the prevention of disease processes. They will practice preventive health behaviors among the clients.																		9				
	A			**Healthy Behaviors**																		9				
		1		Apply behaviors that promote health and wellness																		9				
		2		Describe strategies for the prevention of diseases including health screenings and examinations																		9				
		3		Apply practices that promote the prevention of disease and injury																		9				
		4		Apply appropriate safety practices as related to high-risk behaviors																		9				
		5		Discuss complementary/alternative health practices as they relate to wellness and disease prevention																		9				
IV				**Employability Skills**																			10			

RATING SCALE:
4 = Exceeds criteria and/or able to teach task
3 = Accomplishes task to criteria
2 = Accomplishes task with help
1 = Exposed to the task
N = Not exposed to task

Rate Only the Performance Element Standards

51.0000 Therapeutic Services (2007)

Secondary Gap Analysis

RATING SCALE:
4 = Exceeds criteria and/or able to teach task
3 = Accomplishes task to criteria
2 = Accomplishes task with help
1 = Exposed to the task
N = Not exposed to task

Rate Only the Performance Element Standards

K	S	PE	MC	Standard	NCC	4	3	2	1	N	Local Task ID Code/ Delivery Point	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
				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.																		10			
	A			**Personal Traits of the Healthcare Professional**																		10			
		1		Classify the personal traits or attitudes desirable in a member of the healthcare team																		10			
		2		Summarize basic professional standards of the healthcare workers as they apply to hygiene, dress, language, confidentiality and behavior (i.e. courtesy and self-introductions)																		10			
	B			**Key Employability Skills**																		10			
		1		Apply key employability skills in a healthcare setting																		10			
		2		Exemplify professional characteristics																		10			
		3		Engage in continuous self-assessment and career goal modification for personal and professional growth																		10			
	C			**Career Decision-making**																		10			
		1		Compare potential health science career pathways using a variety of health careers within the diagnostic services, therapeutic services, health informatics services, support services, or biotechnology research and development																		10			
		2		Recognize levels of education, credentialing requirements, employment opportunities, workplace environments, and career growth potential for a service area																		10			
	D			**Employability Preparation**																		10			
		1		Develop components of a professional portfolio																		10			
		2		Execute work assignments and formulate solutions to problems using critical thinking skills																		10			
		3		Demonstrate respectful and empathetic interactions with diverse age, cultural, economic, ethnic, and religious groups in various settings																		10			
		1		Organize career information and labor market trends from a variety of sources.																		10			
		2		Explain the advantages and disadvantages of working for self, others, being an employee of a large or small organization.																		10			
		3		Analyze information & preferences from work-based opportunity.																		10			
		4		Interpret information from a variety of career assessments to identify career interests and abilities.																		10			
		5		Apply a decision-making model and use career assessment information to choose a career pathway.																		10			
				Responsibility																		10			
		1		Demonstrate regular attendance, promptness, and staying with a task until satisfactory completion.																		10			
		2		Complete assignments with minimum supervision and meet deadlines.																		10			
		3		Use mistakes as learning opportunities; demonstrate persistence and adaptability to change.																		10			
		4		Initiate projects and extra activities for personal satisfaction.																		10			
				Self-Management																		10			

Knowledge	Skills	Performance Element	Measurement Criteria	51.0000 Therapeutic Services (2007)	National Cluster Code	Secondary Gap Analysis					Segments												
						RATING SCALE: 4 = Exceeds criteria and/or able to teach task 3 = Accomplishes task to criteria 2 = Accomplishes task with help 1 = Exposed to the task N = Not exposed to task Rate Only the Performance Element Standards					Pre	Academic foundations (Anatomy &	Medical Terminology, (Anatomy & F	Communications	Teamwork	Safety	Systems	Legal (charting) and ethical	Technical skills (CPR)	Health maintenance	Employability	Information technology	Workbased learning	Post
						4	3	2	1	N	Local Task ID Code/ Delivery Point	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
		5		Monitor & evaluate accurately one's progress towards a goal or completion of a project.																			10			
		6		Demonstrate health and safety practices and drug-free behavior in school & workplace setting.																			10			
		8		Prioritize and accomplish tasks independently.																			10			
		9		Use appropriate personal expression and relate to school and work settings.																			10			
				Ethical Behavior																			10			
		10		Demonstrate ethical behavior in school, work, and community situations.																			10			
		11		Describe employer-employee rights and responsibilities.																			10			
		12		Demonstrate appropriate behaviors necessary to maintaining employment.																			10			
		13		Demonstrate positive personal qualities as a group leader.																			10			
				Respect for Self and Others																			10			
		14		View accomplishments or failures of self and others accurately and in a positive manner.																			10			
		15		Understand how to make improvements and ask for help from adults as needed.																			10			
		16		Offer encouragement and ideas to others as they work toward attaining their goals.																			10			
		17		Provide for customer needs and expectations in a helpful and courteous manner.																			10			
		18		Respect other points of view.																			10			
		19		Demonstrate customer service skills in an appropriate setting by listening, suggesting solutions, and communicating the issues at hand.																			10			
		1		Determine goals and develop an action plan to accomplish them within a given time frame.																			10			
		2		Read time charts and work schedules and perform tasks within time constraints of school or the workplace.																			10			
		3		Prioritize tasks and revise schedules as needed.																			10			
				Money																			10			
		4		Estimate costs and prepare a detailed budget for a school-based or work-based project.																			10			
		5		Report the costs of various components of a budget and adjust budget items as needed.																			10			
		6		Understand compensation practices and financial management and explain how financial resources can be used effectively and efficiently.																			10			
				Materials																			10			
		7		Utilize materials, tools, and processes to complete a task related to a career selection.																			10			
		8		Compile a list of materials and supplies needed in advance of an assignment.																			10			
		9		Acquire resources in a timely fashion and take responsibility for their care.																			10			

Secondary Gap Analysis

RATING SCALE:
4 = Exceeds criteria and/or able to teach task
3 = Accomplishes task to criteria
2 = Accomplishes task with help
1 = Exposed to the task
N = Not exposed to task

Rate Only the Performance Element Standards

Knowledge	Skills	Performance Element	Measurement Criteria	Employability	Information technology	Workbased learning
		10	Identify and prepare tools, equipment, space, and facilities appropriate for a task.	10		
		11	Work within constraints of safety precautions and available resources.	10		
			Human Resources	10		
		12	Learn cooperation and leadership in a team at school or in a workplace setting.	10		
		3	Show ability to market oneself by preparing for and completing an interview process.	10		
		4	Accurately complete records/documents to support job applications (inquiry letters, resume, references, evaluations, follow-up letters).	10		
		5	Use a portfolio, resume, record of attendance, certificates, and/or transcript as self-marketing tools to demonstrate interest and competence.	10		
		6	Apply career and labor market information to seek and obtain employment and/or pursue educational goals.	10		
		7	Research availability of educational programs, financial requirements, and resource and complete an application process as appropriate for career goals.	10		
		8	Understand the need for lifelong learning in a rapidly changing job market.	10		
		2	Participate in work-based opportunities such as job-shadowing, mentorships, work experiences, etc.			12
		13	Demonstrate ability to adapt to different software applications, comparing and contrasting specfic functions and applying them to different projects.		11	
XI			**Information Technology Applications**		11	
			Healthcare professionals will use information technology applications required within all career specialties. They will demonstrate use as appropriate to healthcare applications.		11	
	A		**Health Information Management**		11	
		1	Identify records and files common to the healthcare setting		11	
		2	Execute data management using electronic healthcare records		11	
		3	Interpret information from electronic medical documents		11	
		4	Understand the content and diverse uses of health information		11	
	B		**Information Technology**		11	
		1	Implement communications using technology (i.e. Fax, E-mail, and Internet) to access and distribute data and other information		11	
		2	Execute the use of software, hardware, and the Internet		11	
		3	Recognize computer applications currently being used in today's healthcare setting		11	
			Technology		11	
		9	Apply technology to workplace or career situation. Include research and a written paper.		11	
	C		DEVELOPING AND PRESENTING INFORMATION		11	
		1	Gather, interpret, analyze, and refine data.		11	

Knowledge	Skills	Performance Element	Measurement Criteria	51.0000 Therapeutic Services (2007)	National Cluster Code	4	3	2	1	N	Local Task ID Code/ Delivery Point	Pre	1	2	3	4	5	6	7	8	9	10	11	12	Post
		2		Analyze and synthesize information and data from multiple sources.																			11		
		3		Plan and transform ideas and requirements into a concept, service, or product.																			11		
		4		Assess the quality of the concept, service, or product using a predetermined standard.																			11		
		5		Develop a plan to market a new product, service, or concept which includes identifying of customers, a graphic presentation, product requirements, and costs.																			11		
		6		Practice and demonstrate presentation skills using a variety of media and interpretive data.																			11		
		6		Describe how changes in technology have impacted business and industry, identify current trends, and recommend how a technical system might be improved.																			11		
		7		Demonstrate the use of equipment and machines to solve practical or work-based problems.																			11		
		8		Demonstrate effective use of a variety of on-line technological resources.																			11		
		9		Determine what kind of application is needed for a given task and use effectively.																			11		
		10		Use technologies as tools for communication of technical or work-related information.																			11		
		11		Use technology effectively in solving problems in an area of career interest.																			11		
		12		Understand and demonstrate basic computer hardware and software installation and maintaining efficient machines.																					13
			Healthcare Foundation Standards and Accountability Criteria Based on:																					
			Accountability criteria have been established for each foundation standard to better define the expectations for meeting the standard and to provide content for curriculum design and measurement and certification of achievement.																					
			Time																						
		5		Diagnose and make necessary corrections or improvements to a technical system in a business, industry, or simulated work place setting.																					13
			TECHNOLOGY SKILLS																					

Secondary Gap Analysis

RATING SCALE:
4 = Exceeds criteria and/or able to teach task
3 = Accomplishes task to criteria
2 = Accomplishes task with help
1 = Exposed to the task
N = Not exposed to task

Rate Only the Performance Element Standards