



Health Science Skill Standards Checklist

Student Name	YA Student ID Number
YA Coordinator	YA Consortium
School District	High School Graduation Date
Certification Areas Completed: Required Skills - For EACH Pathway Check ✓ completed areas (p. 4)	Level One Requirements: <i>Students must complete ALL listed below</i> Check ✓ completed areas
<input type="checkbox"/> Core Skills	<input type="checkbox"/> Required Skills
<input type="checkbox"/> Safety & Security	<input type="checkbox"/> Minimum of ONE Unit
Therapeutic Services Pathway	<input type="checkbox"/> Minimum of 2 semesters related instruction
<input type="checkbox"/> Dental Assistant Unit (p. 5)	<input type="checkbox"/> Minimum of 450 work hours
<input type="checkbox"/> Medical Assistant Unit (p. 6)	Level Two Requirements:
<input type="checkbox"/> Nursing Assistant Unit* (p. 7)	<i>Students must complete ALL listed below</i>
<input type="checkbox"/> Pharmacy Technician Unit (p. 9)	Check ✓ completed areas
Health Informatics Pathway	<input type="checkbox"/> Required Skills for EACH pathway
<input type="checkbox"/> Medical Office Unit (p. 10)	<input type="checkbox"/> Minimum of TWO Units
Ambulatory/Support Services Pathway	<input type="checkbox"/> Minimum of 4 semesters related instruction
<input type="checkbox"/> Ambulatory/Support Services Unit* (p. 11)	<input type="checkbox"/> Minimum of 900 work hours
<u>CHOICES:</u> Dietary, Imaging, Laboratory, Optician/Optomety, Physical Therapy (PT)	<i>* Unit can be completed two times for a Level Two as indicated on Unit Page</i>

Total Hours Employed	Company Name	Telephone Number
		()
		()

Instructions for the Worksite Mentor(s) and Instructor(s)

The Skill Standards Checklist is a list of the competencies (tasks) to be achieved through mentoring and training at the worksite.

- The worksite mentor should rate each competency as the student acquires and demonstrates the skill **according to the performance standards criteria.**
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and student should go over this checklist together on a regular basis to record progress and plan future steps to complete the required competencies.

I certify that this student has successfully completed the competencies required in my department. Circle your YA role, sign and print your name, and complete with the date signed and the department name.

SIGN this page IF you have been a mentor, trainer, or instructor of this student

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

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Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Required Skills

Required of ALL Health Science YA Students

Copy this page FOR EACH pathway to be completed

CORE SKILLS	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Apply academic knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply career knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply Health Science industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Act professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrate customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cooperate with others in a team setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Think critically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit regulatory & ethical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Use resources wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use basic technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY & SECURITY	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Follow personal safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain a safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate professional role to be used in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Follow security procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Maintain confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating Scale:

3 = Exceeds entry level criteria/Requires minimal supervision/Consistently displays this behavior

2 = Meets entry level criteria/Requires some supervision/Often displays this behavior

1 = Needs improvement/Requires much assistance & supervision/Rarely displays behavior

Additional Comments -

Therapeutic Services Pathway

Clinical Setting:

Medical Assistant Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
22. Use Standard Precautions & Infection Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clerical			
23. Manage client appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Create &/or maintain the client record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Complete client identification labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Verify client &/or insurance information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Order & receive supplies &/or equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lab			
28. Clean & prepare supplies &/or instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Instruct clients in collection of specimens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Process specimens for testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Assist in performing testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinical			
32. Obtain/update client information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Position client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Measure height/weight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Measure vital signs (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Set up area for exam/procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Assist with exam/procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Assist with medication &/or immunization administration (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Clean & restock after procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Perform CPR (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Use First Aid measures (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

W/S = Worksite Experience or In Simulation

Rating Scale:

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Additional Comments -