Arkansas CTE

Professional Practice: Health Informatics Internship: Grades 11, 12

Adopted 2009

Health Informatics Systems

1.1 Define terminology related to Health Informatics organizations

1. Match terms with correct definitions 1.1.1

1.2 List the types and functions of Health Informatics organizations

1. Describe the types and functions of Health Informatics organizations 1.2.1
2. Discuss the types and functions of Health Informatics organizations 1.2.2
3. Explain the interactions and functions of departments within the healthcare organization 1.2.3

1.3 Define terms related to Health Informatics occupations

1. Match terms to correct definitions 1.3.1

1.4 Discuss the crucial role of Health Informatics jobs in the healthcare industry

1. Identify the array of occupations in Health Informatics 1.4.1
2. Understand skills and expectations of Health Informatics occupations 1.4.2

1.5 Research Health Informatics career opportunities

1. Explore Health Informatics career opportunities based on individual career plans 1.5.1
2. Evaluate Health Informatics career opportunities 1.5.2

Introduction to the Health Informatics Internship Program

2.1 Define terminology related to Health Informatics internship program

1. Match terms to correct definitions 2.1.1

2.2 Discuss the rules and regulations for the Health Informatics internship program

1. Explain the consequences of non-compliance with rules and regulations of the program 2.2.1
2. Comply with rules and regulations of the program 2.2.2

2.3 Explain the components of the Health Informatics internship contract

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1. Explain the consequences of not fulfilling one's obligations to contract terms 2.3.1

2.4 Identify forms used in the Health Informatics Internship Program (job application, résumé, etc.)

1. Use appropriate technology to accurately complete forms used in the Health Informatics Internship program 2.4.1

2.5 State the objectives of a Health Informatics career portfolio

1. Describe the purpose and benefits of developing a Health Informatics career portfolio 2.5.1
2. Create a Health Informatics career portfolio including: résumé, cover letter, writing samples, performance evaluation, competency checklist, educational plan, etc. 2.5.2

2.6 Discuss practices and policies that promote health and safety in the Health Informatics training station

1. Identify practices and policies that promote health and safety in the Health Informatics training station 2.6.1
2. Describe appropriate responses to emergency situations 2.6.2

Succeeding on the Job

3.1 Define terms related to succeeding on the job at the Health Informatics training station

1. Match terms with correct definitions 3.1.1

3.2 Discuss healthcare employer expectations

1. Develop a list of employer expectations from personal training station 3.2.1
2. Write a narrative describing benefits to employers and employees when employer expectations are met 3.2.2
3. Meet employer expectations 3.2.3

3.3 Identify rules and regulations at the Health Informatics training station

1. Develop a list of rules and regulations from personal training station 3.3.1
2. Discuss the benefits of complying with rules and regulations at the training station 3.3.2
3. Write a narrative describing benefits to the worker and the training station when rules and regulations are observed 3.3.3
4. Follow rules and regulations at personal training station 3.3.4

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3.4 Identify appropriate appearance

1. Analyze employee's compliance with the company's dress and appearance standards 3.4.1
2. Dress appropriately at the training station 3.4.2

3.5 Discuss desirable personal qualities of an effective healthcare employee

1. View, analyze, discuss, and write a critique of situations regarding effective employee traits 3.5.1
2. Compare and contrast appropriate and inappropriate work attitudes 3.5.2
3. Demonstrate admirable employee traits 3.5.3

Interpersonal Skills

4.1 Define terms related to interpersonal skills

1. Match terms with correct definitions 4.1.1

4.2 Identify interpersonal skills needed at the training station

1. Brainstorm a list of interpersonal skills needed at the training station 4.2.1
2. Discuss appropriate response to praise and criticism 4.2.2
3. Analyze and describe appropriate responses to anger 4.2.3
4. Demonstrate appropriate interpersonal skills at the training station 4.2.4

4.3 Discuss the importance of self-management to success at the training station

1. Compose an individualized definition of self-management 4.3.1
2. Brainstorm examples of self-management 4.3.2
3. Demonstrate qualities of self-management 4.3.3

4.4 Discuss all forms of discrimination at the training station

1. Identify examples of sexual, racial, age, and religious discrimination along with discrimination against handicapped individuals and discuss response(s) and process(es) for solution(s) 4.4.1

4.5 Discuss the process of conflict resolution

1. Identify the conflict(s) and possible solution(s) to a problem scenario 4.5.1

4.6 Describe the value of diversity at the training station

1. Identify an example of diversity at the training station and explain how it benefits the employee and employer 4.6.1

4.7 Discuss characteristics of an effective team and effective team member

1. Demonstrate effective skills as a team member 4.7.1

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Define terms related to managing resources

1. Match terms with correct definitions 5.1.1

5.2 Discuss importance of time-management to success at the training station

1. Analyze a specified period as to effective and ineffective time allocation 5.2.1
2. Demonstrate the ability to manage time in class and at the training station 5.2.2

Planning for your Career/Education Future

6.1 Define terms related to planning for your future

1. Match terms with correct definitions 6.1.1

6.2 Discuss the component(s) of a career/educational plan

1. Revise and update personal career/educational plan to include information up to four years past high school graduation 6.2.1
2. Update personal résumé 6.2.2

6.3 Discuss employability skills

1. Use technology to locate job leads for an appropriate career pathway 6.3.1
2. Complete an online job application 6.3.2
3. Develop job-interviewing skills 6.3.3