

## GLOSSARY

**Accident Procedure** - a written procedure for dealing with accidental injury or other incidents that may happen to the student must be established and shared with staff from each health care training site. An information sheet for each student should be on file at the health care site and should include whom to contact, an emergency phone number, the teacher's name and phone number, insurance information, and an "authorization to treat a minor" form (parent release).

**Acute Care Hospital** - a general or training hospital that handles any patient care, including critical conditions; for example, Medical Center, Memorial Hospital, University or Community Hospital and Department of Veterans' Affairs Hospital.

**Affiliation or Training Agreement** - a legal document that includes statements of responsibility for a facility and school.

**Biotechnology Laboratories** - high-tech research and development lab.

**Career Path** - Courses that will lead a student toward an identified career goal.

**Communication Skills** - a process by which information is exchanged both in written and verbal form (should be concise, well organized, grammatically correct, and, if written, must contain correct spelling and format).

**Confidentiality**- having information that cannot be disclosed to anyone else but the proper authorities; a secret confidence.

**Ethics** - moral standards that direct how one acts; a professional manner.

**Health care Site Policy** - explains the facilities' or agencies' rules and regulations. This is an important consideration to check with the staff members at the health care site to determine whether they have specific policies or procedures regarding professional dress, behavior, or designated areas unique to that site.

**HIPAA** – Health Insurance Portability and Accountability Act

**Health Maintenance Organization (HMO)** - a prepaid, managed care, health care provider group practice with responsibility for providing health care services for a fixed fee to subscribers in a given geographical area.

**Home Health Agencies** - a business that assigns health care personnel to provide care and treatment to a patient's home.

**Identification Badge** - a name tag with a student's picture required to be worn by the student while he or she is in a health care work based learning experience.

**Job Shadowing** - an opportunity that allows students to observe working health care professionals in a health care environment. Students will have no direct contact with patients.

**Liability** - the legal responsibilities of individuals at a worksite. Students are responsible for their actions at a work site and if the experience is non-paid the school is responsible for the appropriate insurance coverage.

**Long-Term Care** - a medical facility where patients are treated for chronic problems; a convalescent hospital or nursing home.

**Medical Asepsis** - preventing the conditions that allow pathogens (disease-causing micro-organisms) to live, multiply and spread.

**Mentoring** - a medical professional who provides the one-on-one support needed by students to successfully complete coursework to meet education and career goals.

**Networking** - a system for exchanging information either written or electronic. (Examples are announcements of job openings, new training sites, student successes, student awards, and course and curriculum information.)

**Oath of Confidentiality** - acknowledges that any information the student may be exposed to is confidential and should not be disclosed to anyone.

**Oath of Loyalty** - a statement that some health care sites may require. Students sign an oath of loyalty stating that they will uphold the mission of the institution.

**OSHA** - Occupational Safety and Health Administration. This governmental agency regulates safety practices at medical facilities and at all other businesses.

**Parent/Guardian Consent** - consent forms signed by parents or guardians. These forms should be kept on file for minors participating in an on-site experience.

**Performance-Based Curriculum** - relevant learning experiences that result in job proficiency.

**Pharmaceutical Firms** - businesses that manufacture medications.

**Physical Therapy** - treatment to rehabilitate and restore function following a disease, injury or loss of body parts.

**Private Medical Offices and Laboratories** - medical facilities where patients are treated and diagnostic tests are given and analyzed.

**Private Dental Offices and Laboratories** - dental facilities where patients' oral health is treated and diagnostic tests are given and analyzed.

**Professional Attire** - professional business dress, clinical uniform or lab coat, appropriate shoes and identification badge.

**Professional Behavior** - conduct using good judgment consistent with ethical behavior according to a specific profession.

**Public Health Agencies** - organizations that protect and promote community health through organized community effort.

**Rehabilitation** - facilities where treatment and education of a disabled individual lead to attainment of maximum function, a sense of well-being and a personally satisfying level of independence.

**Scope of Practice** - legislated practice rules and regulations that students are and are not permitted to do.

**TB Test** - a test to determine the presence of tuberculosis bacilli. Tests do not reveal whether infection is active or inactive.

**Training Plan** - a plan for students to use for on-site training, listing tasks that are within the students' scope of preparation and provides the on-site trainer with an outline of work that can be expected of the student trainee.

**Training Site** - health care facilities that provide career experiences consistent with students' course work and goals. A site is assigned after students demonstrate competency in skills and tasks.

**Volunteer/Community Service** - opportunities for students to participate in the delivery of health care and at the same time provide a service to the health care partner.

**Workers' Compensation** - insurance coverage that pays for medical care, lost wages and permanent compensation for an employee injured at the worksite.