

## Davidson County Community College Health Information Technology Technical Standards

<b>Criterion</b>	<b>Standard</b>	<b>Example</b>
Cognitive	A. Ability to measure, calculate, reason, analyze, integrate and synthesize information.	<ol style="list-style-type: none"> <li>1. Example: Apply information, evaluate the meaning of data and engage in critical thinking in the classroom, field internship and clinical settings.</li> <li>2. Example: Apply broad class concepts to unique situations.</li> <li>3. Example: Concentrate to correctly perform health information tasks within the scope of practice.</li> <li>4. Example: Make correct judgments on seeking consultation or supervision in a timely manner.</li> <li>5. Example: Respond appropriately to constructive feedback.</li> </ol>
Communication	<p>A. Appropriate interpersonal interaction with other students, faculty, staff, patients, family and other professionals.</p> <p>B. Effective communication with others, both verbally and in writing.</p>	<ol style="list-style-type: none"> <li>1. Example: Establish and maintain a professional relationship with patients and colleagues.</li> <li>2. Example: Demonstrate appropriate impulse control and professional level of maturity</li> </ol> <ol style="list-style-type: none"> <li>1. Example: Convey information in a clear, professional, and timely manner.</li> <li>2. Example: Listen and respond to others in an accepting and respectful manner.</li> </ol>
Motor Skills	<p>A. Sufficient motor function to execute movements required to perform general health information duties.</p> <p>B. Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.</p>	<ol style="list-style-type: none"> <li>1. Example: Participate, with reasonable limits, to safely maneuver equipment and records to perform duties within scope of work.</li> </ol> <ol style="list-style-type: none"> <li>1. Example: Participate completely in classroom activities.</li> <li>2. Example: Participate fully in required activities in the clinical setting including extended periods of standing, lifting equipment, and walking briskly as is reflective of the general practice of health information technology.</li> </ol>
Professional Conduct	<p>A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.</p> <p>B. Incorporate professional standards of practice into all activities.</p>	<ol style="list-style-type: none"> <li>1. Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.</li> <li>2. Example: Maintain mature, sensitive and effective relationships with patients, colleagues, faculty, staff and other professionals.</li> <li>3. Example: Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.</li> </ol> <ol style="list-style-type: none"> <li>1. Example: Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.</li> <li>2. Example: Work effectively with a team in an academic or health care setting.</li> </ol>

	<p>C. Demonstrate integrity and accountability in clinical and academic setting.</p> <p>D. Present self in a professional manner in clinical and academic settings.</p> <p>E. Utilize computers correctly, effectively and professionally to acquire information and to communicate with others.</p>	<p>3. Example: Use correct and appropriate grammar in written and oral communication, always being culturally sensitive and professional.</p> <p>1. Example: Complete all assignments in a timely manner while adhering to the DCCC code of ethics.</p> <p>2. Example: Respond appropriately to constructive feedback.</p> <p>3. Example: Take all tests and final examinations on time as scheduled.</p> <p>1. Example: Attend clinical following the dress code policy, including appropriate hygiene with no detectable scents or odors.</p> <p>2. Example: Wear appropriate clothing that is not distracting or offensive when in the learning environment.</p> <p>1. Example: Use Moodle to collect course information.</p> <p>2. Example: Utilize multiple computer systems to complete tasks.</p> <p>3. Example: Utilize the internet to collect current information from appropriate sources to provide appropriate patient care.</p> <p>4. Example: Communicate via e-mail in a professional and ethical manner.</p>
Sensory	<p>A. Hearing sufficient to perform health information tasks.</p> <p>B. Vision sufficient for assessment necessary to perform health information tasks.</p>	<p>1. Example: Listening to physician and other health care provider's verbal communications.</p> <p>2. Example: Communication with employees and other hospital staff.</p> <p>1. Example: Reading provider documentation, statutes, regulations, reference materials and accreditation standards.</p>