Tech Prep In Business and Office Technology

A consortium of High School, Community College and University Departments

Competency Profile

This document contains student competency requirements for the specialized area of:

Medical Terminology
OT 280
5 Credits

To receive college credit, a student must successfully complete at least 80% of the competencies. It is requested the high school instructor initial each competency area that is completed by the student. By initialing these competencies, the instructor is verifying the student has completed the required work at a level that merits college credit.

Revision Date: January 2008

Note: High school instructors must coordinate with WWCC faculty and/or the Tech Prep Coordinator prior to articulating this course.
Medical Terminology

COMPETENCY AREAS: Credit Earned

1. Word Building

☑ Combine prefixes, word roots and suffixes with correct use of combining vowels.
☑ Define words based on translation of word components in the proper order.
☑ Demonstrate knowledge of approximately 150 common prefixes
☑ Demonstrate knowledge of approximately 150 common suffixes
☑ Pronunciation guidelines
☑ Singular and Plural guidelines

2 – 9. Body Systems

Within each body system, students must demonstrate knowledge and understanding of the following:

☑ Fundamental anatomy and physiology
☑ Word roots, and additional suffixes and prefixes relevant to the system
☑ Common conditions associated with the system
☑ Common diagnostic techniques
☑ Non decodable terminology associated with the system

* Body systems covered: Whole Body Terminology, Integumentary, Musculoskeletal, Cardiovascular, Respiratory, Gastrointestinal, Nervous, and Blood and Lymphatic

**One or two systems may be substituted with other body systems at high school instructor’s discretion.

3. Use of Internet to identify current health issues and medical research

Student Name: _______________________________________________________
High School: _________________________________________________________
Student I.D.#: ______________________ / SS # __________________________

___________________________________________
(high school instructor signature)

High school instructor signature verifying successful completion of a minimum of 80% of required competencies and awarding of a local high school grade of A or B.

Date: ____________________
MEDICAL TERMINILOGY OT 280

The OT 280 class is designed as 50 hours of instruction and assists the student in learning medical terminology in preparation for an occupation in the medical field. Students study terminology of all body systems in addition to root words, prefixes and suffixes related to medical terminology.

Rating Scale for Performance Tasks:

4 - Highly Skilled
   Performs the task independently and with high proficiency
   Score of 90% or above

3 - Skilled
   Performs the task independently with adequate proficiency
   Score of 80% or above

2 - Limited Skills
   Needs improvement in independently and satisfactorily complete tasks
   Score of 70% or above

1 - Exposure
   Received instruction but has not developed skill
   Score of 60% or above

0 - No exposure
## MEDICAL TERMINOLOGY

### 1. Word Building

**Word Building processes**  
*The student will:*

<table>
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<tr>
<th>Competency Rating Scale</th>
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<td>4 3 2 1 0</td>
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</table>

1. Demonstrate ability to combine prefixes, word roots and suffixes with correct use of combining vowels.

2. Correctly define words based on literal translation of word components in the proper order.

3. Pass test demonstrating knowledge of 150 common prefixes.

4. Pass test demonstrating knowledge of 150 common suffixes.

5. Properly pronounce various letter combinations (i.e., gn, pt,)

6. Correctly spell words in both singular and plural forms.

**Instructor comments:**

### 2. Body Systems

**Whole Body Terminology**  
*Demonstrate knowledge and ability to utilize:*

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</table>

1. Terms associated with organization of the body

2. Terms associated with positional and directional vocabulary

3. Terms associated with body cavities, regions and quadrants

4. Terms associated with planes of the body.

**Instructor comments:**
### 3. Integumentary System

**Demonstrate understanding of:**

- **3.1** Fundamental anatomy and physiology of integumentary system.
- **3.2** Specific word roots, and additional suffixes and prefixes relevant to the integumentary system.
- **3.3** Common conditions associated with the integumentary system.
- **3.4** Common diagnostic techniques within integumentary system.
- **3.5** Nondecodable terminology associated with the integumentary system.

**Instructor comments:**

### 4. Muscularskeletal System

**Demonstrate understanding of:**

- **4.1** Fundamental anatomy and physiology of musculoskeletal system.
- **4.2** Specific word roots, and additional suffixes and prefixes relevant to the musculoskeletal system.
- **4.3** Common conditions associated with the musculoskeletal system.
- **4.5** Common diagnostic techniques within musculoskeletal system.
- **4.6** Nondecodable terminology associated with the musculoskeletal system.

**Instructor comments:**

5. Cardiovascular System

Demonstrate understanding of:

- Mastered for credit

5.1 Fundamental anatomy and physiology of cardiovascular system.

5.2 Specific word roots, and additional suffixes and prefixes relevant to the cardiovascular system.

5.3 Common conditions associated with the cardiovascular system.

5.4 Common diagnostic techniques within cardiovascular system.

5.5 Nondecodable terminology associated with the cardiovascular system.

Instructor comments:

6. Respiratory System

Demonstrate understanding of:

- Mastered for credit

6.1 Fundamental anatomy and physiology of respiratory system.

6.2 Specific word roots, and additional suffixes and prefixes relevant to the respiratory system.

6.3 Common conditions associated with the respiratory system.

6.4 Common diagnostic techniques within respiratory system.

6.5 Nondecodable terminology associated with the respiratory system.

Instructor comments:
<table>
<thead>
<tr>
<th>7. Gastrointestinal System</th>
<th>Competency Rating Scale</th>
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<tbody>
<tr>
<td><strong>Demonstrate understanding of:</strong></td>
<td>□ Mastered for credit</td>
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<tr>
<td>7.1 Fundamental anatomy and physiology of gastrointestinal system.</td>
<td>4 3 2 1 0</td>
</tr>
<tr>
<td>7.2 Specific word roots, and additional suffixes and prefixes relevant to the gastrointestinal system</td>
<td></td>
</tr>
<tr>
<td>7.3 Common conditions associated with the gastrointestinal system</td>
<td></td>
</tr>
<tr>
<td>7.4 Common diagnostic techniques within gastrointestinal system</td>
<td></td>
</tr>
<tr>
<td>7.5 Nondecodable terminology associated with the gastrointestinal system</td>
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Instructor comments:

<table>
<thead>
<tr>
<th>8. Nervous System</th>
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<tbody>
<tr>
<td><strong>Demonstrate understanding of:</strong></td>
<td>□ Mastered for credit</td>
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<tr>
<td>8.1 Fundamental anatomy and physiology of the nervous system.</td>
<td>4 3 2 1 0</td>
</tr>
<tr>
<td>8.2 Specific word roots, and additional suffixes and prefixes relevant to the nervous system</td>
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</tr>
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<td>8.3 Common conditions associated with the nervous system</td>
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<td>8.5 Nondecodable terminology associated with the nervous system</td>
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Instructor comments:
## 9. Blood and Lymphatic System

**Demonstrate understanding of:**

<table>
<thead>
<tr>
<th>#</th>
<th>Topic</th>
<th>Competency Rating Scale</th>
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<tbody>
<tr>
<td>9.1</td>
<td>Fundamental anatomy and physiology of the blood and lymphatic system</td>
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</tr>
<tr>
<td>9.2</td>
<td>Specific word roots, and additional suffixes and prefixes relevant to the blood and lymphatic system</td>
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</tr>
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<td>9.3</td>
<td>Common conditions associated with the blood and lymphatic system</td>
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<td>Common diagnostic techniques within the blood and lymphatic system</td>
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<td>9.5</td>
<td>Nondecodable terminology associated with the blood and lymphatic system</td>
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**Instructor comments:**

## 10. Use of Internet to identify current health issues and medical research.

*The student will demonstrate the ability to identify current health issues and medical research by locating information on the Internet.*

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<tr>
<th>#</th>
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<th>Competency Rating Scale</th>
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<tbody>
<tr>
<td>10.1</td>
<td>Given medical topics and websites, the student shall write a short document on a health issue. Document must be footnoted for all references used and/or cited.</td>
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<tr>
<td>10.2</td>
<td>Student shall locate websites to identify medical research and give oral report(s).</td>
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**Instructor comments:**

## Course Final
Given a final comprised of a list of medical condition descriptions, the student will identify the name of the condition by selecting it from a list of medical conditions that have “decodable” names. (approximately 50 terms that incorporate as many nonduplicated prefixes, suffixes and word roots as possible learned throughout the course).

Example: Description: Disorder resulting in dwarfism due to limited cartilage development.

Matching Answer: Student would select the term “Achondroplasia” by decoding it as follows: (without + cartilage + development)
Required documentation for submission:

1) Instructor competency checklist with signature and evaluation
2) Copies of graded unit examinations
3) Copy of graded final