

SkillsUSA

2015 Contest Projects

Basic Health Care Skills

Click the “Print this Section” button above to automatically print the specifications for this contest. Make sure your printer is turned on before pressing the button.

Contestant Packet

Basic Health Care Skills

You will be scored based on the following information.

Subject/criteria	Point value
Bed making	100
Vital Signs (T,P,R,BP, Ht. & Wt.)	200
Presentation	200
Job Interview	150
Anatomy & Physiology	200
Written Test	100
Resume	50
Total:	1000

Basic Health Care Skills

Contestant # _____

Making an Unoccupied Bed	Points	Yes	No
1. Ensures correct room is correct. Assemble equipment	5		
2. Wash hands (may verbalize)	5		
3. Linens in correct order on bedside table or chair	5		
4. Bed raised to waist level for back safety.	5		
5. Remove soiled linen (roll sheets toward center and roll down to foot of bed) & place in hamper	5		
6. Unfold bottom sheet with seam toward mattress using flat sheet or fitted sheet. Center fold to center of bed.	5		
7. If fitted sheet: tuck in edges at HOB, side of bed contestant is on and bottom. If flat sheet: lay small hem even to bottom of the bed, tuck larger hem under at the top of the bed, miter the corner and tuck the side of the sheet where the contestant is.	5		
8. Place draw sheet on bed approx. 2 feet from top. Tuck in draw sheet on side of the bed where the contestant is standing.	5		
9. Place top sheet on bed, wrong side up (seam away from pt.) Use center fold to center sheet on bed. Wide hem should be even with edge of mattress.	5		
10. Unfold blanket/bedspread using same technique as top sheet.	5		
11. Tuck the bottom of bedspread and top sheet under mattress at the foot of the bed.	5		
12. Make mitered corner, letting the triangle hang loose.	5		
13. Move to other side of bed.	5		
14. Bottom sheet: Fitted sheet: tuck in top, bottom and remaining side Flat sheet: tuck in bottom sheet at top of bed and miter remaining corner, tuck in remaining side.	5		
15. Pull draw sheet taut and tuck in remaining side	5		
16. Tuck in top sheet & bedspread at bottom and miter corner leaving triangle hanging loose. Smooth out top covers and fold upper hem.	5		
17. Apply pillowcase without brining pillow up to contestant's uniform. Pillow placed at HOB with opening facing away from door.	5		
18. Lower bed to lowest position	5		
19. Wash hands	5		
20. Used correct body mechanics throughout entire procedure.	5		
Total: (100 Possible)			

Basic Health Care Skills

Contestant #: _____

Vital Signs (T, P, R, BP, Ht., Wt.)	Points	Yes	No
1. Assemble equipment.	10		
2. Wash hands	10		
3. Introduce self, ID pt. explain procedure	10		
4. Correctly take oral temp, ensure to ask pt. if eaten, drank or smoked in last 15 mins. Sheath applied & probe is placed under pt. tongue, mouth closed. Remove probe when temp is taken, remove sheath without touching it.	10		
5. Record temp	10		
6. Correctly measure radial pulse. (pt. is in comfortable position, place fingers over radial pulse & count for 1 full minute)	10		
7. While fingers still in place, count respirations for 1 full minute.	10		
8. Record pulse rate +/- 4 BPM of Judge	10		
9. Record respiration rate +/- 2 breaths of Judge.	10		
10. Accurately measure BP (ensure to disinfect earpieces and diaphragm of stethoscope)	10		
11. Record BP in fraction format within +/- 2-mmHg mercury of Judge.	10		
12. Correctly measure pt. weight. (Balance scale prior to pt. stepping on)	10		
13. Assist pt. on and off scale.	10		
14. Record weight within +/- 2 pounds of Judge.	10		
14. Accurately measure pt. height, raise height bar higher than pt. Help pt. back on scale.	10		
15. Instruct pt. to stand erect as possible & look ahead.	10		
16. Move bar down till it touches top of pt. head.	10		
17. Elevate height bar, assist pt. of scale	10		
18. Record pt. ht. within +/- 1 inch of Judge	10		
19. Replace equipment.	10		
20. Wash hands.	10		
Total (200 possible)			

Basic Health Care Skills

Prepared Presentation

Contestant #:

	8	16	24	32	Row Total
Organization	Audience cannot understand presentation because there is no sequence of information	Information follows a logical sequence, but is <5 or >7 minutes in length	Contestant presents information in a logical and timely sequence which audience can follow	Contestant presents information in interesting, logical and timely (5-7 min) sequence which audience can follow	
Subject Knowledge	Contestant did not prepare a topic that falls under the scope of basic health care skills	Contestant is uncomfortable with information; able to answer only to rudimentary questions	Contestant is at ease with expected answers to all questions, but fails to elaborate	Contestant demonstrates full knowledge (more than required) by answering all questions with explanations and elaboration	
Graphics	Display does not follow rules of contest (30"X30"x30") Tri-fold poster is acceptable (2008=4'x6')	Display is correct size, but contains trade names	Display is correct size with no trade names, but visuals were not prepared by student	Display is correct size, trade names are absent, and contestant prepared own visuals	
Mechanics	Four (4) or more spelling and/or grammatical errors	Three (3) or more spelling and/or grammatical errors	No more than (2) spelling and/or grammatical errors	No misspelling or grammatical errors	
Eye Contact	Contestant reads all the report with no eye contact	Contestant occasionally uses eye contact, but still reads most of the report	Contestant maintains eye contact most of the time but frequently returns to notes	Contestant maintains eye contact with audience, seldom returning to notes	
Elocution (Speaking Style)	Contestant mumbles, incorrectly pronounces terms, and speaks too quietly for audience to hear	Contestant's voice is low, incorrectly pronounces terms. Audience has a difficult time hearing presentation.	Contestant's voice is clear. Pronounces most words correctly. Presentation can be heard by most	Contestant uses clear voice and correct, precise pronunciation of terms. Audience has no problem hearing presentation.	
				Total Points	+4=

Basic Health Care Skills Job Application

Date: _____

Contestant #: _____
(for official use only)

Position Desired: _____

Education: Highest Level Attained: _____

Major Area of Study: _____

Attendance Record: Check one Excellent _____ Good _____ Fair _____

Are you a U.S. Citizen? _____

Salary Desired: _____

Are you willing to work weekends or holidays? _____

Full time _____ OR Part-time _____

Are you willing to submit to a drug screen today? If not, why not? _____

Emergency Contact: Name: _____ Relationship: _____

Phone Number: _____

3 References who are not relatives: Name and phone number

1) _____

2) _____

3) _____

Past Work Experience: Starting with most recent or current job.

Job Title: _____ Length of employment: _____

Beginning salary \$ _____ Ending salary \$ _____

May we contact previous employer? _____

Job Title: _____ Length of employment: _____

Beginning salary \$ _____ Ending salary \$ _____

May we contact previous employer? _____

Basic Health Care Skills

Skills (Applicable to Position Desired)

Three (3) qualities you possess that make you an outstanding health care worker:

- 1) _____
- 2) _____
- 3) _____

Do you have any licenses or certifications related to this job?

# _____	Expiration Date: _____	Where Obtained: _____
# _____	Expiration Date: _____	Where Obtained: _____

Contest question: since you re wearing a scrub uniform today, how would you describe appropriate attire for a real job interview?

**Thank you
for your interest
and hard work
with the
Skills USA
Organization!**

Basic Health Care Skills

Job Interview Questions

Contestant # _____

- 1) Why do you want to work in health care? (other than, I want to take care of people)
- 2) Tell me something you feel you need to improve on. (learning needs, bad habits, temptations, etc)
- 3) You enter a resident's room and your co-worker is looking through the resident's handbag. She states she is looking for a piece of gum. How should you approach the situation?
- 4) Tell me your strengths.

Basic Health Care Skills

Job Application/Interview Scoring Sheet Contestant #

Job Application:

- | | | |
|--|----|-------|
| 1). Handwriting legible/Neat/Black or Blue Ink | 10 | _____ |
| 2). Grammatically correct | 10 | _____ |
| 3). Followed All Directions | 10 | _____ |
| 4). Application Complete | 10 | _____ |
| 5). Answered last "contest question" correctly | 10 | _____ |

Interview:

- | | | |
|---|----|-------|
| 1). Introduces self at start/ thanks interviewer at end | 20 | _____ |
| 2). Appearance/posture/eye contact/mannerisms | 20 | _____ |
| 3). Listens closely to questions/speaks clearly | 20 | _____ |
| 4). Appropriateness of answers | 20 | _____ |
| 5). Overall impression with answers | 20 | _____ |

Overall Total (Possible 150): _____

Resume Grading Rubric

Contestant: _____

Instructor: _____

Skill	Outstanding	Good	Average	Unsatisfactory	Total
PRESENTATION/ FORMAT	<ul style="list-style-type: none"> • Typed or computer generated • Balanced margins with eye appeal • Format highlights strengths and information • Appropriate fonts and point size used with variety 	<ul style="list-style-type: none"> • Typed or computer generated • Balanced margins • Format identifies strengths and information • Appropriate fonts and point size used 	<ul style="list-style-type: none"> • Typed or computer generated • Somewhat balanced margins • Format identifies strengths and information • No variation in fonts and/or point size 	<ul style="list-style-type: none"> • Typed or computer generated • Unbalanced margins • Format detracts from strengths and information • Fonts distract from readability 	
Ranking Points	10	8	7	6	
JOB-SPECIFIC / VOLUNTEER INFORMATION	<ul style="list-style-type: none"> • All action phrases used to describe duties and skills • Information demonstrates ability to perform the job • Professional terminology used when describing skills 	<ul style="list-style-type: none"> • 1-2 duties/skills lack action phrases • Information demonstrates ability to perform the job • Some professional terminology used when describing skills 	<ul style="list-style-type: none"> • 3-4 duties/skills lack action phrases • Some information demonstrates ability to perform the job 	<ul style="list-style-type: none"> • 5-6 duties/skills lack action phrases • Information does not clearly demonstrate ability to perform the job 	
Ranking Points	15	12	11	10	
RESUME CONTENT	<ul style="list-style-type: none"> • Heading, objective, skills, experience, and education covered in detail • Extra information given to enhance resume 	<ul style="list-style-type: none"> • Heading, objective, skills, experience, and education covered in some detail • Extra information given to enhance resume 	<ul style="list-style-type: none"> • Heading, objective, skills, experience, and education covered with little detail • Minimal extra information given to enhance resume 	<ul style="list-style-type: none"> • Missing one of the following: heading, objective, experience, or education • No extra information given to enhance resume 	
Ranking Points	15	12	11	10	
SPELLING & GRAMMAR	<ul style="list-style-type: none"> • No spelling errors • No grammar errors 	<ul style="list-style-type: none"> • 1-2 spelling errors • 1-2 grammar errors 	<ul style="list-style-type: none"> • 3-4 spelling errors • 3-4 grammar errors 	<ul style="list-style-type: none"> • 5-6 spelling errors • 5-6 grammar errors 	
Ranking Points	10	8	6	4	
					TOTAL SCORE:

Comments:

Basic Health Care Skills

Anatomy & Physiology Structure Exam

Contestant #: _____

1.	26.
2.	27.
3.	28.
4.	29.
5.	30.
6.	31.
7.	32.
8.	33.
9.	34.
10.	35.
11.	36.
12.	37.
13.	38.
14.	39.
15.	40.
16.	41.
17.	42.
18.	43.
19.	44.
20.	45.
21.	46.
22.	47.
23.	48.
24.	49.
25.	50.

Basic Health Care Skills

Anatomy & Physiology Exam Answer Key.

1. epidermis	26. appendix
2. dermis	27. pharynx
3. subcutaneous	28. esophagus
4. right kidney	29. stomach
5. bladder	30. large intestine
6. urethra	31. small intestine
7. left kidney	32. rectum
8. ureter	33. anus
9. atlas	34. hypothalamus
10. axis	35. pineal gland
11. cervical	36. pituitary gland
12. thoracic	37. thyroid gland
13. lumbar	38. thymus gland
14. sacrum	39. adrenal gland
15. coccyx	40. pancreas
16. clavicle	41. ovary
17. radius	42. testes
18. humerus	43. cardiac muscle
19. ulna	44. skeletal muscle
20. parietal lobe	45. smooth
21. occipital lobe	46. trapezius
22. cerebellum	47. latissimus dorsi
23. frontal lobe	48. sternocleidomastoid
24. temporal lobe	49. deltoid
25. liver	50. triceps

Resume Grading Rubric

Contestant: _____

Instructor: _____

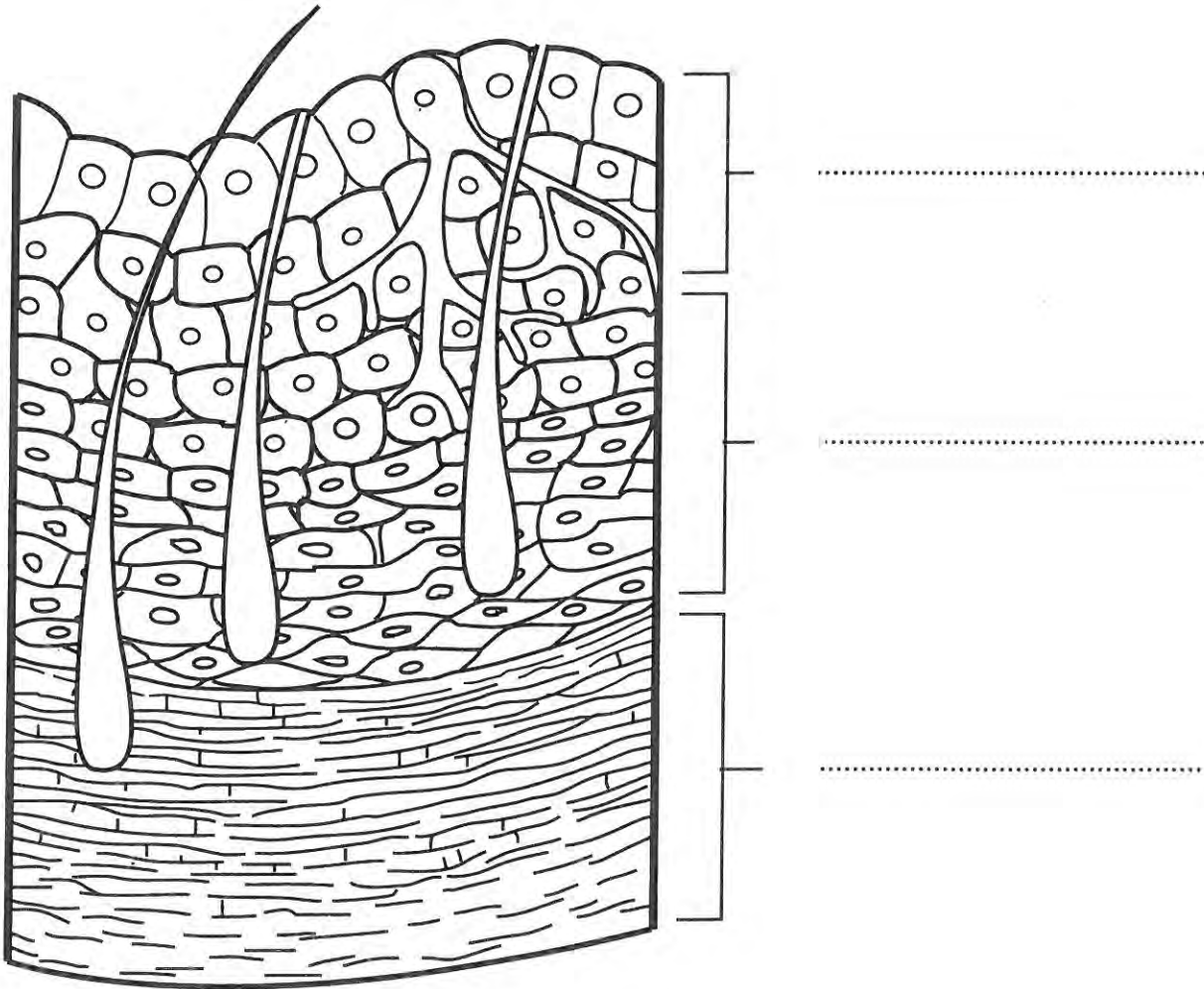
Skill	Outstanding	Good	Average	Unsatisfactory	Total
PRESENTATION/ FORMAT	<ul style="list-style-type: none"> ▪ Typed or computer generated ▪ Balanced margins with eye appeal ▪ Format highlights strengths and information ▪ Appropriate fonts and point size used with variety 	<ul style="list-style-type: none"> ▪ Typed or computer generated ▪ Balanced margins ▪ Format identifies strengths and information ▪ Appropriate fonts and point size used 	<ul style="list-style-type: none"> ▪ Typed or computer generated ▪ Somewhat balanced margins ▪ Format identifies strengths and information ▪ No variation in fonts and/or point size 	<ul style="list-style-type: none"> ▪ Typed or computer generated ▪ Unbalanced margins ▪ Format detracts from strengths and information ▪ Fonts distract from readability 	
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Ranking Points	15	12	11	10	
SPELLING & GRAMMAR	<ul style="list-style-type: none"> ▪ No spelling errors ▪ No grammar errors 	<ul style="list-style-type: none"> ▪ 1-2 spelling errors ▪ 1-2 grammar errors 	<ul style="list-style-type: none"> ▪ 3-4 spelling errors ▪ 3-4 grammar errors 	<ul style="list-style-type: none"> ▪ 5-6 spelling errors ▪ 5-6 grammar errors 	
Ranking Points	10	8	6	4	
					TOTAL SCORE:

Comments:

UNIT 1 The Skin

FIGURE 1-1 LAYERS OF THE SKIN

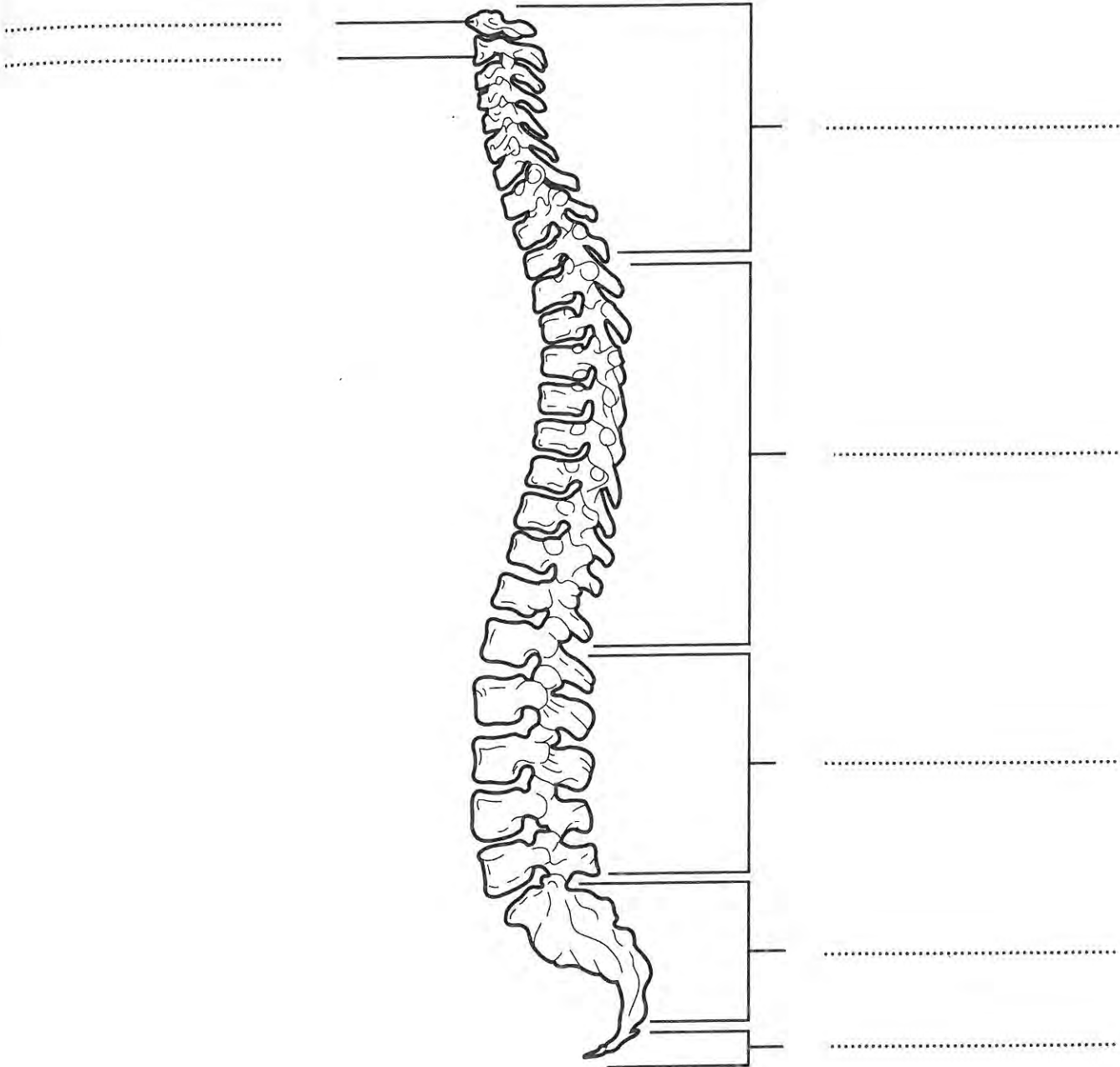
The figure below illustrates the skin (integumentary) system, the largest organ of the body, on a structural basis comprised of three parts. The figure below depicts a longitudinal section of the skin. The skin layers are bracketed on the right of the figure. Identify these layers by name and color each of the structures below in a different color.



UNIT 2 The Skeletal System

FIGURE 2-6 VERTEBRAL SECTIONS (Cervical, Thoracic, Lumbar, and Sacral)

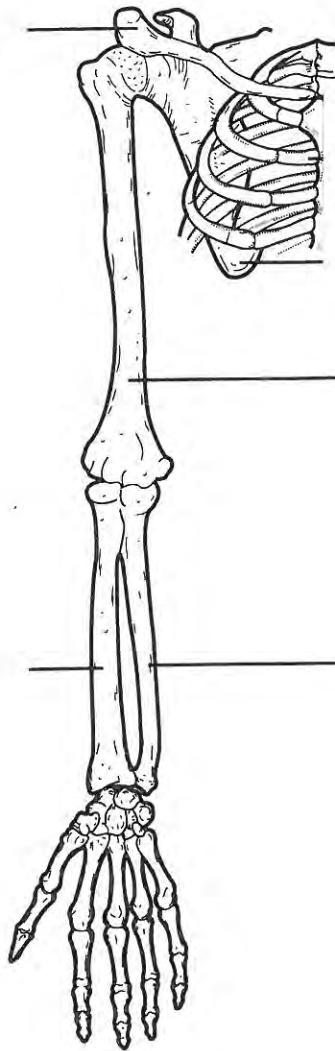
The figure below depicts a lateral view of the spine. The sections of the spine are indicated by brackets. Identify the sections by name and color each structure identified with a different color. Numbers 1, 2, and 3 are specifically named vertebral bodies. Identify them individually.



UNIT 2 The Skeletal System

FIGURE 2-9 PECTORAL GIRDLE (Clavicle and Scapula) AND UPPER LIMB

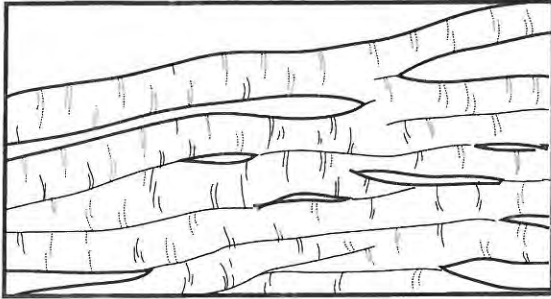
Below is a diagram of an entire upper limb. Identify each structure indicated by the lines, and select a different color for each structure.



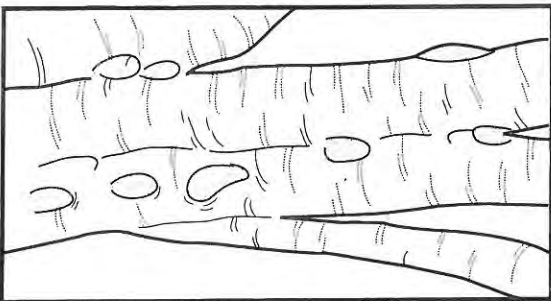
UNIT 3 The Muscular System

IE 3-1 TYPES OF MUSCLES

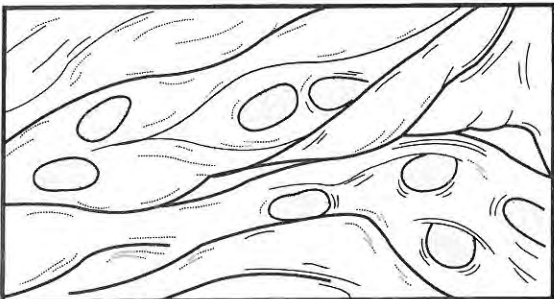
figure below illustrates the three basic types of muscles within the muscular system. Identify the particular of muscle labeled with a blank line and color each structure within the muscle with a different color.



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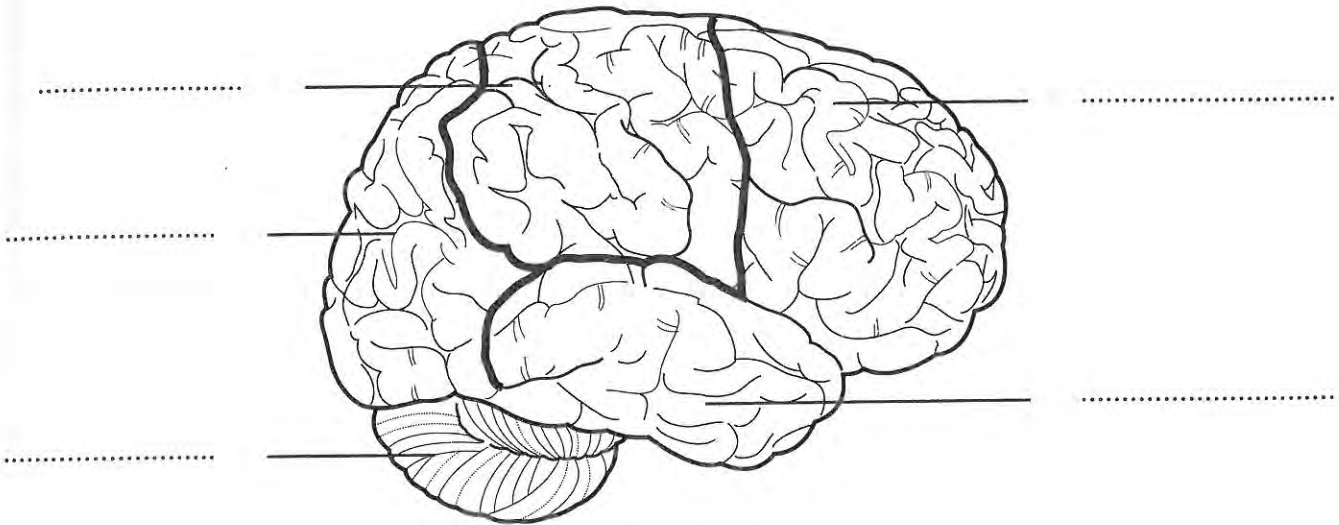


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UNIT 4 The Nervous System

FIGURE 4-2 BRAIN (External Anatomy)

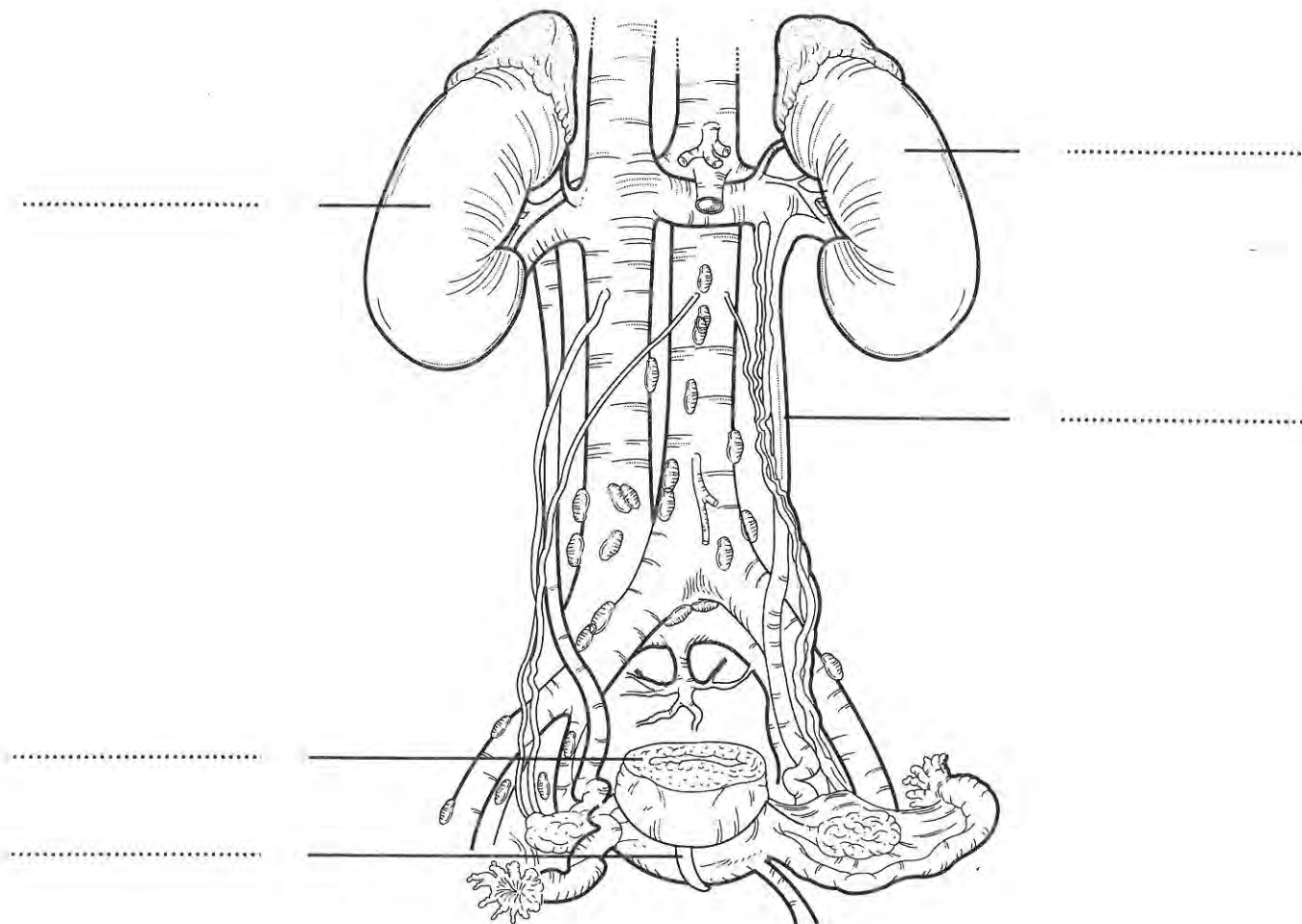
The figure below illustrates the external anatomy of the brain, a part of the central nervous system. Identify the structures that are indicated with blank lines, and color each structure with a different color.



UNIT 15 The Urinary System

FIGURE 15-1 BASIC URINARY SYSTEM STRUCTURE

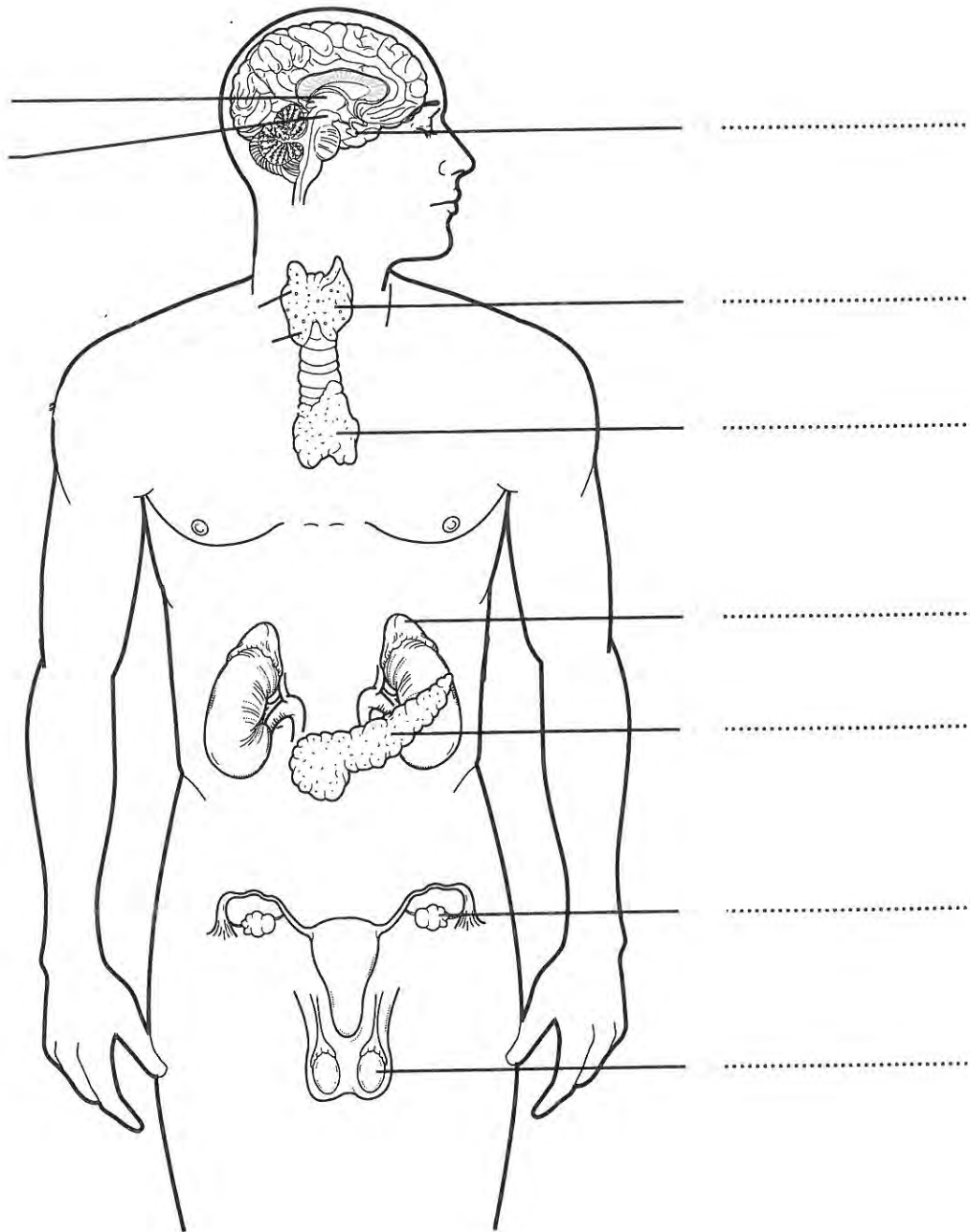
The urinary system eliminates liquid wastes from the body. Each of the body's cells discharge wastes into the bloodstream, which carries these wastes to the kidneys located on either side of the spine in the lumbar region. The picture below illustrates the entire urinary system: kidneys, ureters, bladder, and urethra. Fill in the blank lines and color each structure identified.



UNIT 13 The Endocrine System

FIGURE 13-1 TYPES OF ENDOCRINE GLANDS

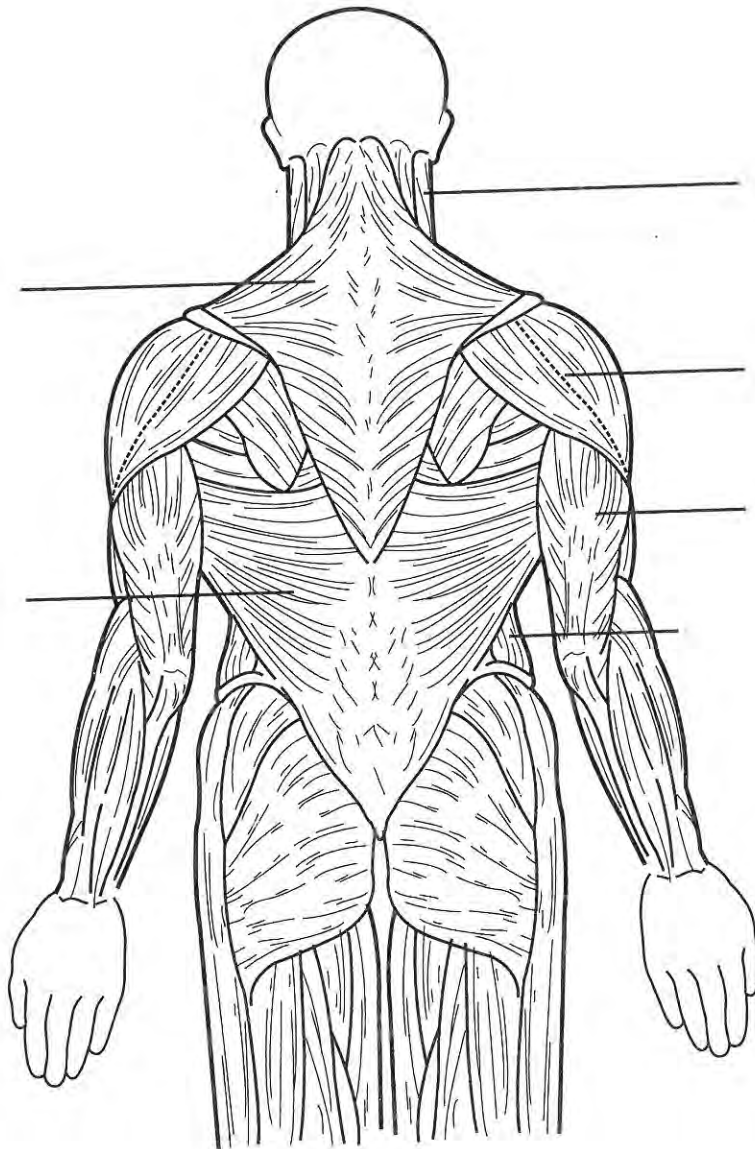
The figure below is an illustration of the various endocrine glands of the body. These glands secrete hormones into the bloodstream that travel throughout the body. These secretions affect organs as well as other endocrine glands to control specific actions within the body. Identify each gland indicated by the blank lines. Color each structure a different color.



UNIT 3 The Muscular System

FIGURE 3-4 MUSCLES OF THE TRUNK (Posterior View)

The figure below illustrates the muscles of the trunk from the posterior view. Identify the muscles that have been marked with a blank line. Then select a color for each identified muscle and color that particular muscle.



UNIT 14 The Digestive System

FIGURE 14-1 BASIC DIGESTIVE SYSTEM STRUCTURE

The digestive system processes food so that it can be absorbed and used by the body's cells. The structures identified below are responsible for food ingestion, digestion, absorption, and elimination of undigested remains from the body. Select different colors for the organs identified by the blank lines. Color the structures and fill in the blanks with the correct names.

