

Unit A: Professional Development

Competency HO 01.00: Apply employability skills.

Objective HO 01.01: Summarize professional attributes.

Cognitive Level: C2

Content Outline	Student Learning Activities
<p>Professional attributes</p> <p>A. Personal characteristics</p> <ol style="list-style-type: none"> 1. Empathy 2. Honesty 3. Dependability 4. Willingness to learn 5. Patience 6. Acceptance of criticism 7. Patient 8. Self-motivation 9. Tact 10. Competence 11. Responsibility 12. Discretion <p>B. Personal appearance</p> <ol style="list-style-type: none"> 1. Good health 2. Professional attire <ol style="list-style-type: none"> a. Nails b. Hair c. Jewelry d. Shoes e. Makeup f. Uniform 	<ul style="list-style-type: none"> • Basic Skills <p>Complete the "Anticipation/Prediction Guide" in the Objective 01.01 Appendix. Then as you read the unit in <u>DHO</u> on personal qualities of a health care worker, keep the "Anticipation/Prediction Guide" in front of you, confirming or revising your opinions. Take the "Personal Characteristics" self quiz in the 01.01 Appendix to check for understanding.</p> <ul style="list-style-type: none"> • Cognitive <p>Complete the "Personal Good Health and Appearance Worksheet" in the 01.01 Appendix as a review of professional attributes. Review your answers, and then read the "Professional Appearance Scenario." Respond by writing a paragraph and be prepared to discuss your response in class</p> <ul style="list-style-type: none"> • Critical Thinking <p>Write a characteristic profile of yourself as a health professional that depicts at least five of the traits/characteristics without using the actual words. (An example for dependability: As a health professional I am always on time for work and rarely call in sick.)</p>

1.01 Professional Characteristics Handout
Handout

Name _____
 Date _____

Directions: Give examples of professional characteristics as you view the PowerPoint presentation and participate in class discussion.

Professional Characteristics	Definition	Examples/Notes
Empathy	Being able to identify with and understand another person's feelings, or situations	
Honesty	Truthfulness and Integrity	
Patience	Tolerant and understanding; able to deal with frustrations	
Dependability	Reliable & prompt; can be counted on	
Willingness to Learn	Lifelong learner; adaptable	
Acceptance of Criticism	Learn from feedback from others	
Enthusiasm	Positive attitude and enjoy work	
Self – Motivation	Self-initiative; ability to begin or follow through with a task	
Tact	Ability to say or do the kindest thing in a difficult situation	
Competence	Qualified and capable of performing a task	
Responsibility	Willing to be held accountable for actions	
Discretion	Using good judgment in what you say or do	
Team Player	Ability to work well with others; doing your part to provide quality patient care	

<p>Certification</p>	<p>The issuing of a statement or certificate by a professional organization to a person who has met the requirements of education and/or performance and who meets the standards sets by the organization. The person is certified.</p>	
<p>Licensure</p>	<p>Process by which a government agency authorizes individuals to work in a given occupation. Person must pass a state mandated board exam and maintain certain standards. The person is licensed.</p>	
<p>Registration</p>	<p>Process whereby a regulatory body in a given healthcare area administers examinations and/or maintains a list of qualified personnel. The person is registered.</p>	

FIRST IMPRESSIONS

PROFESSIONAL APPEARANCE SCENARIO

The health care assistant enters the room dressed in a dirty, wrinkled uniform. You can't see well, but you can see her striped underwear through her tight pants. She is decked out in ten gold chains that swing from her neck. She bends over to talk deafeningly in your unhealthy ears, and you feel nauseous. You are not sure if it is the strong pungent scent of her cologne mixed with sweat, or her breath, which reminds you of your poor dog, Spot. You wonder if she has ever brushed her teeth. Her long red claws tell you that bath time won't be much fun. You wonder how particular she will be with your cleanliness. You suddenly feel embarrassed and resistant to your personal care, and all the time you wonder why she doesn't introduce herself. You suppose she will call you "Sweetie." She doesn't tell you what she will be doing next. You guess she is fed up with you because you can't take care of yourself. All of a sudden, you remember a former experience in which you were mistreated.

How would you feel if you were this patient, and what would you do?



Personal Characteristics

Empathy: Be able to identify with and understand another person's feelings, situation, and motives.



Honesty: Be truthful, show integrity, and be trustworthy

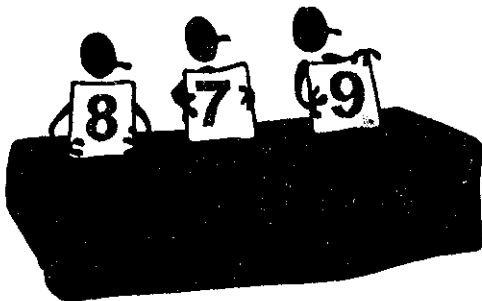
Dependability: Accept responsibility and perform assigned tasks on time and accurately

Willingness to Learn: Be willing to learn and adapt to changes



Patience: Be tolerant and understanding, learn to control your temper

Acceptance of Criticism: Be willing to accept criticism and learn from it



Name: _____

Date: _____

Personal Good Health and Appearance Work Sheet

Directions: Complete the following short answer and completion questions.

- A. List four factors that contribute to good health and briefly describe in complete sentences why each factor is beneficial.

1. _____

2. _____

3. _____

4. _____

- B. Which of these do you think is the MOST important for future health care professionals? Why?

- C. List three ways to control body odor.

1.

2.

3.

- D. Why must fingernails be kept short and clean?